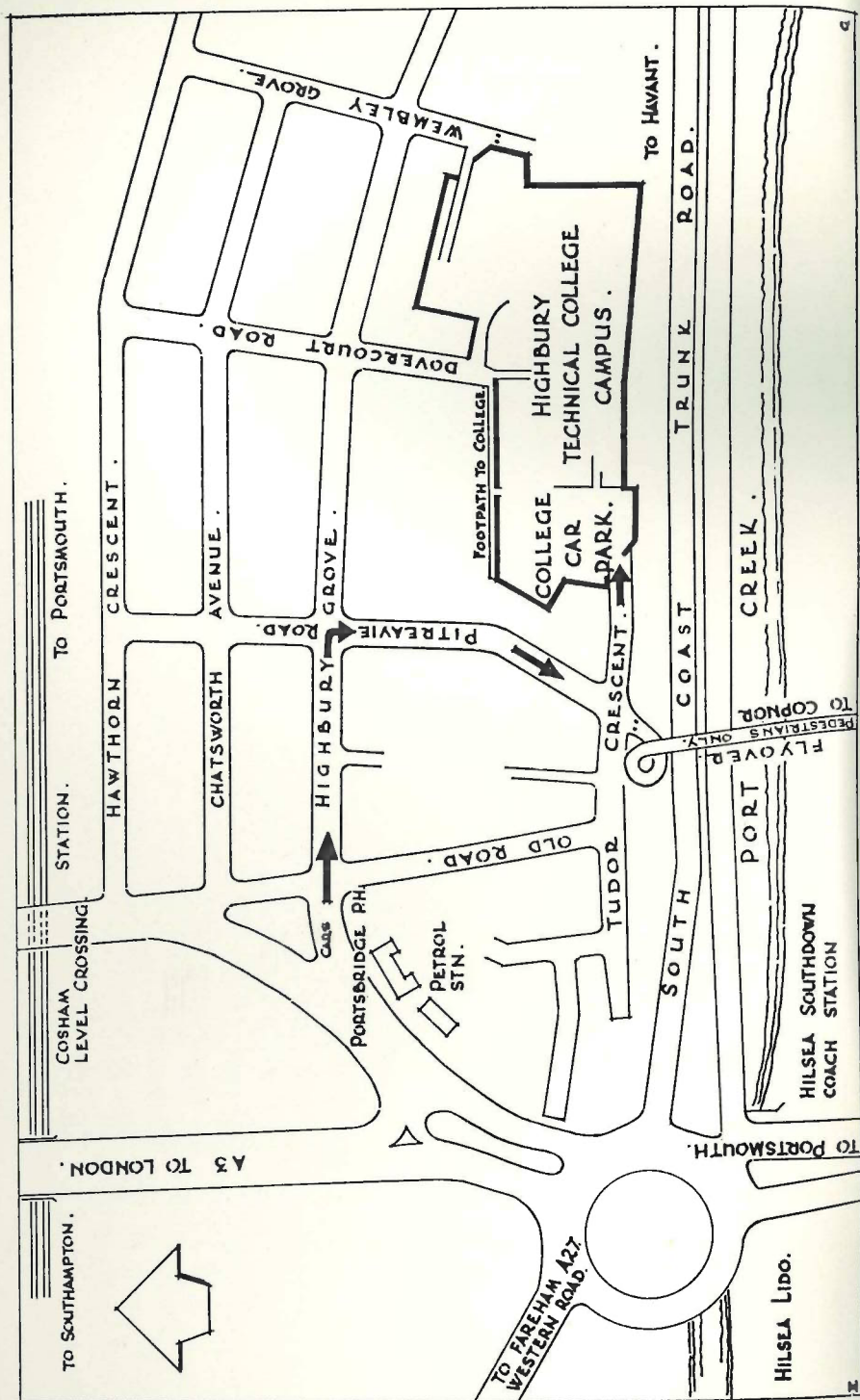




CITY OF PORTSMOUTH

HIGHBURY TECHNICAL COLLEGE

PROSPECTUS 1972-73



Highbury Technical College

Cosham, Portsmouth, PO6 2SA

Prospectus 1972-73

Principal

S W B Leathlean MSc Eng (Lond) CEng FIEE

Vice-Principal

S E Thompson MRTPI

Secretary and Clerk to the Governors

J M Whitaker DMA FCIS

Telephones:

Principal	}	Cosham 70351
Secretary		
Administrative Offices		

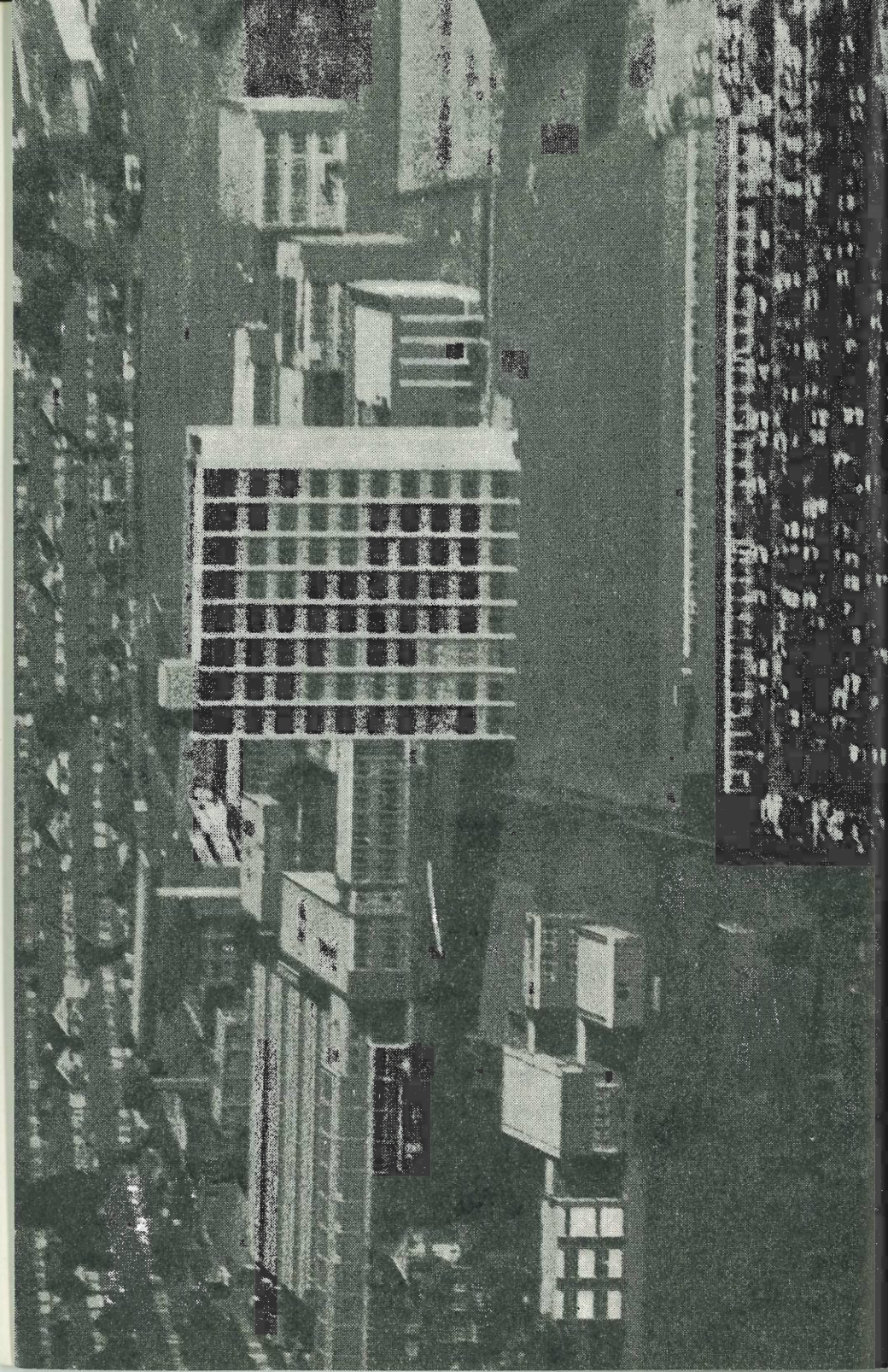
Accommodation Officer Portsmouth 27681

Hotel-keeping and Catering Department Portsmouth 23825

Prospect Annexe Portsmouth 811044

Electrical and Electronic Training Centre Havant 5621

The Prospectus is issued without prejudice to the right of the College to make such modifications to the matters dealt with as the College considers necessary without prior notice.



Governing Body

The Governing Body is being re-constituted in accordance with the Instrument of Government for the College.

Membership is indicated where appointments are known at the time of publication of this Prospectus.

Ex-officio Members

The Chairman of the Portsmouth Education Committee

Alderman E O Bateson

The Vice-Chairman of the Portsmouth Education Committee

Councillor R R Hancock MA JP

The College Principal

Mr S W B Leathlean MScEng (Lond) CEng FIEE

The College Vice-Principal

Mr S E Thompson MRTPI

The President of the Portsmouth Polytechnic

Dr W Davey BSc FRIC

The Students Union President

The Students Union Secretary

Other Members

Appointing Body:

The Portsmouth Education Committee

Councillor R A G Goddard
Councillor C Johnstone
Councillor Mrs A H Scorey
Councillor Miss M W Sutcliffe

One Secondary School Headteacher
Six representatives from industry, commerce, or other interests relevant to the work of the College.
Two Governors in a personal capacity

The Hampshire Education Committee

Mr E J Rankin MC BA
Councillor Dr H J Taylor BSc

The Portsmouth Trades Council

Mr W H Merewood

The Port of Portsmouth Incorporated Chamber of Commerce

Mr A F Jones FIOB

The Academic Board
The College Teaching Staff

Mr B J Davenport MA(Manc) AMBIM
Mr A Hind CEng MIMechE MIProdE

Chief Education Officer
Secretary and Clerk to the
Governors

Mr W G Lumb BA
Mr J M Whitaker DMA FCIS

The Academic Board

Ex-officio Members

The Principal (Chairman)
The Vice-Principal
The Heads of Departments
The Secretary and Clerk to the Governors
The College Chaplain
The Librarian

Other Members (elected by the Teaching Staff)

Mr C F Backshall CGLI
Mr N Duffield HNC (ProdEng)
Mr A F Hale BEM MITE
Mr I H Jenkins BSc AlnstP CEng MIERE MIWM GradBIM FID
Mr G E Mellows BSc(Lond) MRST
Mr L Robling BA(Wales)

Administrative Staff

Deputy Secretary

Mr R J Seymour

Finance and Staffing
Section Leader

Mr J E Lockton

Registration and Examination
Section Leader

Mr P L Jones

Librarian

Mr R F Gibbs ALA

Catering Officer

Mr G C Banks, MHCIMA MRSH

Superintendent Caretaker

Mr V S Norris

Chaplain

The Reverend H G Ames MA(Cantab) BD(Lond)

Honorary Chaplains

Roman Catholic : **The Reverend Father Reeve**
Free Churches : **The Reverend D F King** BA

College Calendar Session 1972-73

Autumn Term	Thursday 21st September 1972 to Friday 22nd December 1972 (Mid term holiday, Thursday/Friday 9th/10th November 1972)
Spring Term	Monday 8th January 1973 to Tuesday 10th April 1973 (Mid term holiday, Monday/Tuesday 26th/27th February 1973)
Summer Term	Monday 30th April 1973 to Wednesday 11th July 1973 (Mid term holiday, Bank Holiday 28th May and Tuesday/Wednesday 29th/30th May 1973)

Mid term holidays are only granted if they do not conflict with any Departmental requirements or external examinations.

Enrolment Dates

All Departments will enrol at Dovercourt Road, Cosham, in accordance with the following arrangements :

Part-time Day and Evening Students	Monday, Tuesday and Wednesday – 11th, 12th and 13th September 1972 (2.00 p.m.–4.30 p.m. and 6.00 p.m.–8.00 p.m.)
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New Full-time Students	Tuesday 19th September 1972 at 9.15 a.m.
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Returning Full-time Students	Wednesday 20th September 1972 at 9.15 a.m.
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Enrolment Fees – see Page 113.

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Faculty of Engineering

Head of Faculty R Bray BScEng(Lond) CEng FIEE FITE

Telephone Cosham 70351 Extn 261

Faculty of Engineering

In engineering the following categories of people are widely employed :

Chartered Engineers
Technician Engineers
Technicians
Craftsmen
Operatives

The first three categories are now being registered by the Engineering Registration Board. Each category requires an educational qualification, approved training and relevant experience. The current level of educational qualifications required are :

Chartered Engineers A degree or equivalent in engineering or accepted related subjects.

Technician Engineer Not lower than that exemplified by a Higher National Certificate or a City & Guilds Full Technological Certificate in accepted subjects.

Technicians Not lower than that exemplified by an Ordinary National Certificate or a City & Guilds Part II/Final Technician's Certificate in accepted subjects.

Students hoping to achieve status in the three categories are recommended to become Members of Institutions or Societies which are members of the Engineering Registration Board.

Engineering Craftsman Is a person who has successfully completed a training period and possesses a particular skill. The complementary further education course of study will be the Craft Studies course in the related subject. A basic Part I Certificate being obtainable after one year of study, the Part II after a further two years, and the Part III after another year. Study may be by block or day release from the training situation.

Operative Is a person who undergoes a short period of training, generally in the place of employment for a job requiring a particular but limited skill. There is little or no related complementary further education provided in this College.

The pattern of Further Education Courses in Engineering is shown on page 12. The majority of courses assume that appropriate industrial training is being given and that students are following courses which complement this training.

The Faculty of Engineering co-ordinates three Departments of the College :

The **Electrical Engineering Department** which administers the National Certificate in Engineering course and all Electrical, Electronic, Radio and TV courses.

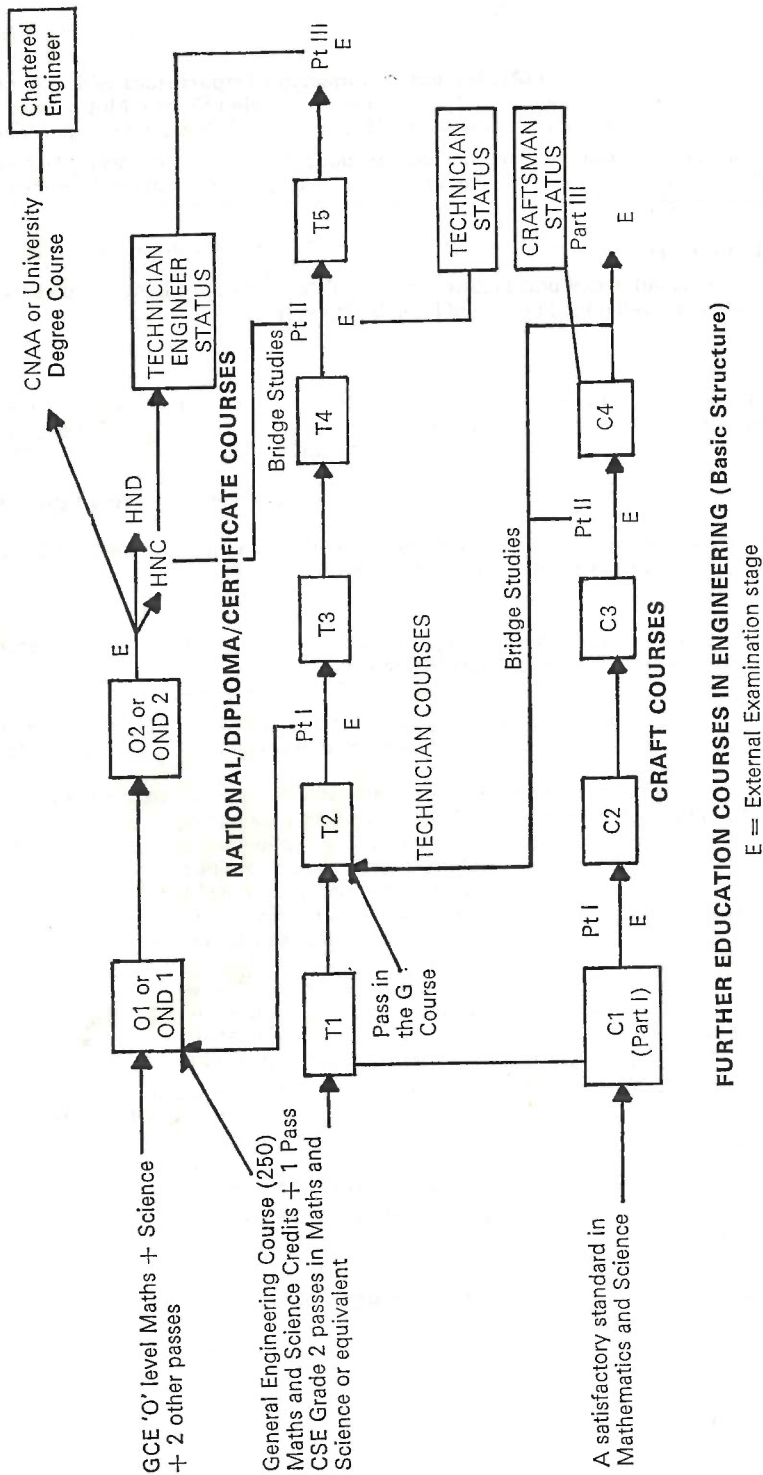
The **Marine Engineering Department** which administers Marine Engineering Cadet Phase I training, and Naval Architecture, Shipbuilding, Fabrication and Welding courses.

The **Mechanical Engineering Department** which administers the National Diploma in Engineering Course, Motor Vehicle, Vehicle Bodywork, Mechanical and Production Engineering courses.

Enquiries concerning individual courses should be directed to the administering Department ; if in doubt, or in the case of general enquiries, please contact the Faculty of Engineering (telephone extension 261).

Note to Employers

Throughout the departmental prospectuses the new City & Guilds of London numbers are used - no reference being made to the old numbering system.



Faculty of Engineering

Department of Electrical Engineering

Head of Faculty and Head of Department R Bray BScEng(Lond) CEng FIEE FITE

Telephone Cosham 70351 Extn 261

Electrical and Electronic Training Centre Havant 5621

Department of Electrical Engineering

Head of Department R Bray BSc(Eng) CEng FIEE FITE

Deputy Head A P Griffiths CEng MIEE MIERE FSERT

Senior Lecturer A J C May CEng MIMechE AMBIM FITE

Lecturers
 B Allen
 R Bridger TEng (CEI) MITE
 G Brown CEng MIERE
 R E Cotton BSc Eng CEng MIEE
 H J W Daniels TEng(CEI) MITE
 R deBunsen TEng (CEI) MITE
 A F Hale BEM TEng(CEI) MITE
 B Rogers TEng(CEI) MITE
 K Roots TEng (CEI) MITE
 D Stokes CEng MIEE
 H Townley TEng (CEI) MITE

K R Armstrong TEng (CEI) MITE
 F W Brown
 R R Caulk TEng (CEI) MITE
 D Ganter TEng (CEI) FSERT
 C N Eaton MISM
 E C Harrison JP
 J M Hunter CEng MIEE
 W C A Hyett MISM
 C E Kite
 A Larkman
 S F Rogers MBE TEng (CEI) FITE
 R H Shipton TEng (CEI) MITE
 P J Snell
 W F Stokes TEng (CEI) FITE
 G M Williams BSc DipEd
 C A Peach TEng (CEI) MITE
 R E Vears

Assistant Lecturers
 R H W Brushwood MISM
 R Cummings
 F J E Helyer
 D B Lea MISM
 J N Legg MISM
 E G Stubbington MISM
 L E Thompson

Department of Electrical Engineering

Head of Department R Bray BSc(Eng) CEng FIEE FITE

Deputy Head of Department A P Griffiths CEng MIEE MIERE FSERT

Courses administered by Section Leader A P Griffiths
 CEng MIEE MIERE FSERT

Technician Courses

City & Guilds Courses

Admission to these courses will generally be through the General Engineering Course, but direct admission can be given to students who have attended school full time up to the age of 16 and have obtained an RSA Technical Certificate or the equivalent, or at least CSE Grade II standard in Mathematics and Science. Students who reach satisfactory standard at the end of the General Engineering Course may be admitted to the Second year of a Technicians Course. The pattern of these Courses and their relationship with others is shown on the diagram on page 19.

Telecommunication City and Guilds Course Nos. 270/271 Technicians

Course Supervisor H J W Daniels TEng MITE

This course is designed mainly for employees of the Post Office and the telecommunications industry. A Part 1 Certificate is awarded for success in the first two years and a Part II Certificate for the last two years. The first two years will be available as Block release/Day release and evenings only – depending on demand. Final Certificate holders who show promise can, by satisfactorily completing a bridge-year course of O2 Electrical Engineering A, enter the A1 stage of the HNC Course in Electrical and Electronic Engineering but the majority are better advised to continue studies leading to the Full Technological Certificate.

Electrical Technicians

City and Guilds Nos Course 280/281

Course Supervisors R deBunsen TEng MITE and R E Cotton BSc(Eng) CEng MIEE

City and Guild examinations are set at the end of the second and fourth years of the course. Final Certificate holders who show promise can, by satisfactorily completing a bridge-year of O2 Mathematics and Electrical Engineering A, be admitted to the A1 stage of the HNC Course in Electrical and Electronic Engineering, but the majority are better advised to continue studies leading to the Full Technological Certificate. Both light current and power options are offered in the Part II stage.

Electrical Installation Technicians

City and Guilds Course Nos 280/285

Course Supervisor R Bridger, Full Tech Cert TEng MITE

The first two years are largely common with Course No 280 and lead to the Part I award. The final two years leading to the Part II award

have some common subjects with Course 281 (Power option). Final Certificate holders who show promise can, by satisfactorily completing a bridge-year of O2 Mathematics and Electrical Engineering A, be admitted to the A1 stage of the HNC Course in Electrical and Electronic Engineering but the majority are better advised to continue studies leading to the Full Technological Certificate.

Radio and TV and Electronic Technicians

City and Guilds Course Nos 270/272

Course Supervisor G S Brown CEng MIERE

The first two years are largely common with Course No 270 and lead to the Part I award. The final two years leading to the Part II award have some common subjects with Course No 271.

Final Certificate holders who show promise can, by satisfactorily completing a bridge-year of O2 Mathematics and Electrical Engineering A, be admitted to the A1 stage of the HNC Course in Electrical and Electronic Engineering, but the majority are better advised to continue studies leading to the Full Technological Certificate.

Radio, TV and Electronic Mechanics

Craft Courses

City and Guilds Course No 222

Course Supervisor G S Brown CEng MIERE

This course is designed to complement organised training given either off or on-the-job. It is essentially four years in duration and is divided into three parts: Part I (one year), Part II (two years) and Part III (one year). The first year of this course is likely to be available by day-release, or by block-release, and the Part II will be available by day-release. Part III special subjects, availability depending on demand, include:

- Television (Colour and Monochrome)
- Additional Television (Colour and Monochrome)
- Industrial Control and Servo-Mechanisms
- Digital Logic Techniques
- FM Reception, AF Power Amplification and Tape Recorders

Radio, TV and Electronics Servicing (old schemes Nos 47 and 48)

Only the fifth year of the final stage of the Radio, TV and Electronics Servicing Courses, will be available this session. These Courses are being replaced by Radio, TV and Electronics Technicians (270/272) or Mechanics (222) Courses.

Colour TV Servicing Principles

As an endorsement to City and Guilds Course No 48

Course Supervisor D E Ganter TEng FSERT

This endorsement certificate is available for holders of the RTEB Final Servicing Certificate and others, and involves both practical and theory periods for a year.

Courses Administered by Section Leader A J C May
CEng MIMechE AMBIM FITE

National Certificate in Engineering

Course Supervisors D J Stokes CEng MIEE and
B Rogers TEng MITE

The course of study for this award is two years block release or part-time day release, or evenings only. The course is divided into two

stages O1 and O2. Entry to the O1 stage is limited to holders of GCE (O) or CSE Grade I passes in four appropriate subjects (which include Mathematics and an acceptable Science subject) or via the General Engineering Course, or by equivalent qualifications. Holders of this Certificate may progress to HNC, HND or Degree Courses. The O1 stage of this course can also be studied by trainees at the Training Centre, a 48-week integrated course is therefore available. An accelerated 24-week one-year course will be available for students having studied up to GCE 'A' level standard in appropriate subjects. Further details of this course are available on request.

The Certificate in Basic Engineering Craft Studies Course

City and Guilds Course No 200

Course Supervisor H Townley TEng MITE

This course is designed to complement organised off-the-job training and is of one year's duration. It is likely to be available for trainees requiring a complementary Electrical Engineering Course of study by one day or one and a half days release or by 12-week block-release or by a 48-week course, whereby the further education is integrated with the off-the-job training received at the Training Centres.

Electrical and Electronic Craft Studies

City and Guilds No 231

Course Supervisors at Part II stage B Allen, A Hale TEng MITE

This is a two-year course by block release or day release. Progress on to this course is by the successful completion of the 200 Part I (Electrical Engineering bias) Course or the Radio, TV and Electronic Mechanics Part I Course. Part II option subjects likely to be available are:

Electrical Plant Utilisation – day release (one day/week).

*Installation Work and Regulations – 12-week block release or day release (one day/week).

Electronic Circuits and Components – day release (one day/week).

Marine Electrical Plant – day release (one day/week).

*Common with Electrical Installation Work Course B, second and third year.

At least one option subject is studied up to the Part II stage. Extra Part II subjects may be studied as endorsements to the Part II Certificate. It is again assumed that students on this course are receiving some sort of organised training either on or off-the-job. Success at the Part II stage may lead to entry of the second year of a Technicians Course, providing that evidence of an ability in Mathematics beyond the Craft Studies Course level can be given, but most students are advised to progress to the Part III stage (one day/week or by block release) of the Craft Studies Course.

Course Supervisor at Part III stage K Roots TEng MITE

The Part III stage is a further one-year course which will be available by part-time day release (one day/week) with the subjects of Advanced Craft Studies and Craft Testing Methods or by 12 weeks block release with the subject of Electrical Installation Work, Electrical Appliances and Industrial Studies.

Electrical Installation Work

City and Guilds Courses Nos 185, 231 and 235 (A, B and C Courses respectively)

Course Supervisor R Bridger Full Tech Cert TEng MITE

These courses follow a common first-year day-release course. Course 'A' is a further two-year course leading to the Electrical Installation 'A' Certificate. Course 'B' is a further two-year course leading to the Electricians' Certificate. Course 'C' is a one-year course after the 'B' stage leading to an Electrician's Extra Certificate. Holders of the 'C' Certificate who show promise can, by satisfactorily completing a bridge-year of O2 Mathematics and O2 Electrical Engineering 'A', enter the A1 stage of the HNC Course in Electrical and Electronic Engineering, but are better advised to transfer to the Part II stage of the Electrical Technician's Course or the Electrical Installation Technician's Course.

The Electrical Training Centre**Lecturer in Charge** C N Eaton MISM

This specially-designed training centre provides off-the-job training facilities for Electrician, Electrical Fitter and Electronic Technician Trainees. The Centre is recognised by the Electricity Supply, and the Construction Industry Training Boards, and the College is recognised by the Engineering Industry Training Board as providing off-the-job training facilities for Craft and Technician Training.

The Institution of Electrical and Electronic Engineers

The educational qualifications for Corporate membership of this Institution include (1) the Higher National Certificate in Electrical and Electronic Engineering; or (2) the full Technological Certificate for Electrical or Telecommunication or Electrical Installation or Radio TV and Electronics Technician's Courses. Students enrolled in these courses are recommended to apply for student membership, forms are available through the Course Supervisors.

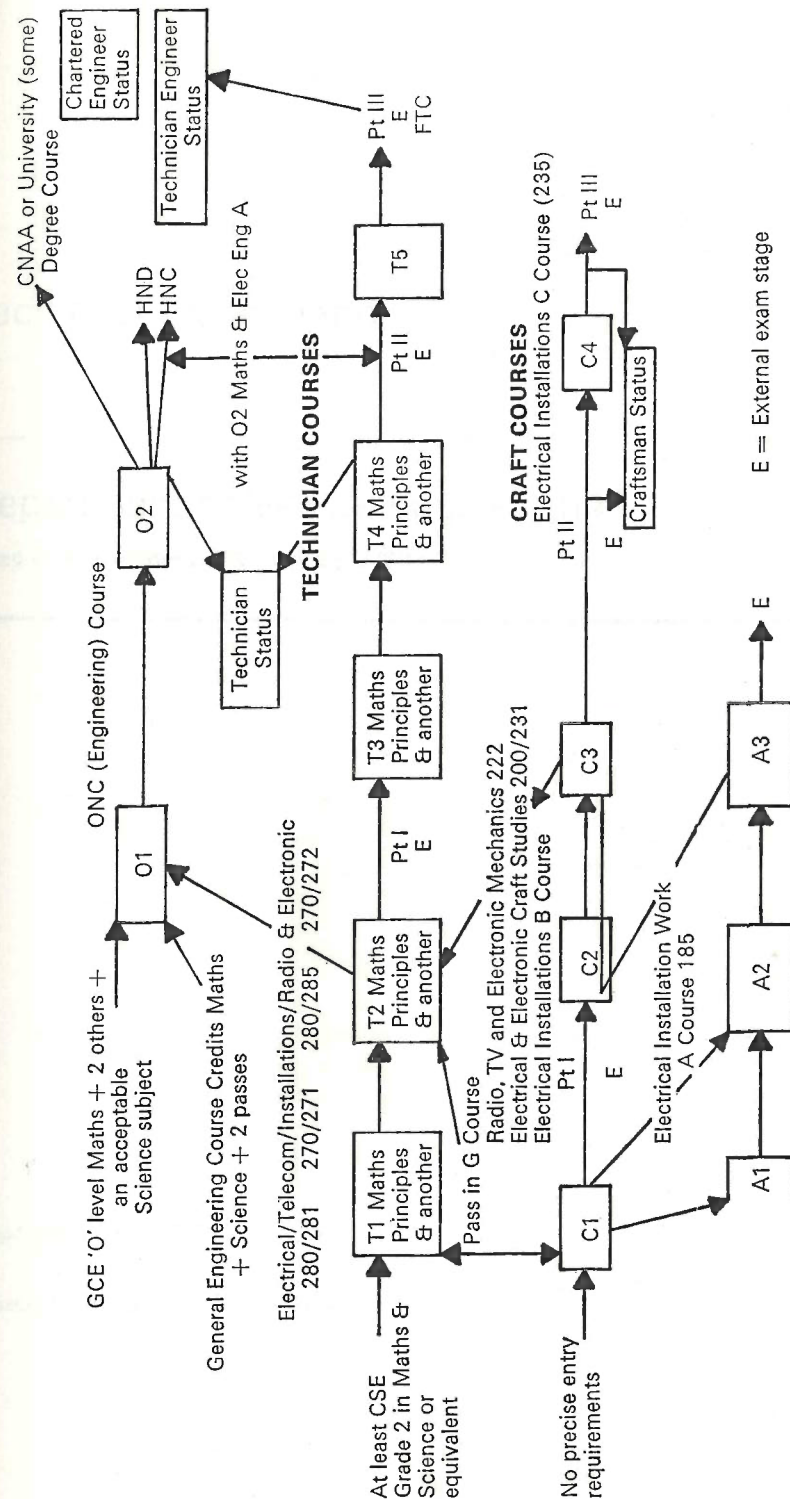
The Society of Electronic and Radio Technicians

The qualifications for corporate membership of this Society include the Final Certificates of the Radio/TV Servicing or Electronic Servicing Courses or Part II Certificates in Telecommunication, Radio, TV and Electronics Technician's Course. Students following these courses are recommended to apply for student membership, forms are available from the Course Organisers.

Any enquiry concerning courses administered should initially be directed to the Head of Department or Section Leader concerned.

Telephone Extensions: Head of Department 261
Section Leader(s) 241

If an interview is required a prior telephone call is advisable but the Head of Department or his nominated Deputy would be pleased to answer questions at any time.



Faculty of Engineering

Department of Marine Engineering

Head of Department A W Hurst CEng MIMarE

Telephone Cosham 70351 Extn 212

(Prospect Annexe : Portsmouth 811044)

Department of Marine Engineering

Head of Department A W Hurst CEng MIMarE

Senior Lecturers C F Bouncer CEng AMIMarE
G Chisham BSc CEng MRINA

Lecturers R Ball CEng MRINA
L Eden AIW
D Macrae DipFed MIEI MISME AWeld I
L Major AIMarE
K Smith CEng MRINA
A York CEng MRINA

P Clarke CEng MRINA
R Crate
S Dore BSc(Lond) DipEd(Camb)
G Ferguson AIW
G C Francis CEng MIMarE
A Heale
G Ovenden CEng MIMarE
D Parker
H Todd

Department of Marine Engineering

Head of Department A W Hurst CEng MIMarE

The following courses are administered by the Department:

OND (Marine Engineering) Full time.
CGLI No 291 Marine Engineering Technician's Certificate (Full time) (Part I).
ONC in Naval Architecture.
CGLI No 265 Fabrication and Welding Engineering Technicians (Part I and Part II)
CGLI No 290 Shipbuilding Technicians (Part I and Part II).
CGLI No 200 Basic Engineering Craft Studies (Part I) (Fabrication and Welding bias) and (Shipbuilding Metal Users)
CGLI No 215 Welding Craft Studies (Parts II and III)
CGLI No 216 Sheet Metal and Thin Plate Craft Studies (Part II and Part III)
CGLI No 218 Pipework Engineering Craft Studies (Part II).
CGLI No 240 Shipbuilding Craft Studies (Part II and Part III).

Full-time Courses

Engineer Cadet Training Scheme of the Merchant Navy Training Board

Section Head C Bouncer CEng AMIMarE

Phase I of the training scheme for engineer cadets of the Merchant Navy consists of two years full-time at this and other Colleges. The Phase I training is followed by one year at sea and one year on more advanced theoretical and practical studies at an approved technical college. Details of shipping companies sponsoring students on these courses and other information can be obtained from the Head of Department. The course is divided into two streams:

1 National Diploma in Marine Engineering **Course Supervisor** A York CEng MRINA

Entrants must have satisfied one of the following conditions:

- (1) Hold a General Certificate of Education with four subjects at 'O' level (or CSE Grade I) including Mathematics and an appropriate science subject, and any two other subjects, or
- (2) Obtained appropriate credit passes in the City and Guilds General Course in Engineering No 250.

2 Marine Engineering Technician's Certificate Course

Course Supervisor L Major AIMarE

Entrants must have satisfied one of the following conditions:

- (1) Hold a number of GCEs (or CSE Grades 1 or 2) in appropriate subjects, or

- (2) Passed a college examination and interview.

Entry to these courses at this College is in January of each year.

As the courses are of 38 weeks duration instead of the usual 36 weeks,

the Session dates are slightly different from those shown earlier in this Prospectus.
In addition to this extended college year all first-year cadets will, during the summer vacation, complete a six-week Vocational Training period in the college workshops.

Part-time Courses

ONC in Naval Architecture

Section Head G W Chisham BSc CEng MRINA

Course Supervisor K Smith CEng MRINA

This is a two-year course requiring four GCE 'O' level passes at entry including Mathematics and an appropriate science subject or alternatively CSE Grade 1 passes or satisfactory performance in the General Course in Engineering or the General Course in Shipbuilding. The course is arranged on a two-day-release-per-week system to suit Portsmouth Naval Base requirements. Special arrangements may be made however for students who are able to obtain one day per week release only.

Shipbuilding Technician's Course

City and Guilds No 290

Course Supervisor K Smith CEng MRINA

This course prepares students for posts in technical officer grades, technical assistants or in junior supervisory positions in the drawing office concerned with the Shipbuilding Industry. The academic requirements are less demanding than those for National Certificate courses which are intended for technician engineers in more senior positions and possibly as a route to chartered engineer qualifications. Part I and Part II of the course are offered at this College, each part consisting of two years of study with a City and Guilds examination after each part.

Attendance is on one day and one evening per week.

Direct admission to this course can be given on the basis of GCE or CSE passes in appropriate subjects or through a high level of performance in an entrance examination.

Alternative entry may be from the General Course in Engineering, General Course in Shipbuilding or a Craft Certificate at a suitable level.

Fabrication and Welding Engineering Technicians

City and Guilds No 265

Course Supervisor D Macrae Dip FEd MIEI MISME AWeldI

This course for sheet metal and welding trainees, has been prepared to meet the growing need for technicians in the forming and joining of materials.

Entry requirements are similar to those for Mechanical Engineering and Shipbuilding Technicians courses.

Part I and Part II of the course are offered, each part consisting of two years of study.

Attendance is on one day and one evening per week.

Basic Engineering Craft Studies Course (Part I) (Fabrication and Welding Bias) and (Shipbuilding Metal Users)

City and Guilds No 2 00

Course Supervisor Mr R Ball CEng MRINA

The courses have been designed for craft level students who are undergoing first year training which follows the recommendations of appropriate industrial training boards. The courses for Fabrication and Welding Bias and for Shipbuilding Metal Users are largely common. Progression from the course with a Fabrication and Welding Bias will be to the appropriate Part II Craft Studies Course in Welding, Fabrication or Pipework Engineering; and from the course for Shipbuilding Metal Users to Shipbuilding Craft Studies.

The course is of one year duration with an external examination at the end of the year.

Attendance is for one day per week or one day and one half-day if release is given.

Welding Engineering Craft Studies (Part II and Part III)

City and Guilds No 215

Course Supervisor D Macrae DipFEd MIEI MISME AWeldI

These courses have been devised for craftsmen welders. The Part II course is a two-year course. Progress on to this course is by the successful completion of the 200 Part I (Fabrication and Welding Bias) Course.

The Part III course is of one year duration and will probably be available in the 1972/73 session.

Attendance is for one day per week in both Part II and Part III.

Sheet Metal and Thin Plate Craft Studies (Part II and Part III)

City and Guilds No 216

Course Supervisor D Macrae DipFEd MIEI MISME AWeldI

These courses have been devised to develop in craftsmen associated with the fabrication of sheet plate, an appreciation of sound design and limitation of processes and materials involved.

The Part II course is a two-year course. Progress on to this course is by the successful completion of the 200 Part I (Fabrication and Welding Bias) Course.

The Part III course is of one year duration and will probably be available in the 1972/73 session.

Attendance is for one day per week in both Part II and Part III.

Pipework Engineering Craft Studies (Part II)

City and Guilds No 218

Course Supervisor D Macrae DipFEd MIEI MISME AWeldI

This course has been devised to supplement the organised skill training in industry for pipework trades. The Part II course is a two-year course. Progress on to this course is by the successful completion of the 200 (Fabrication and Welding Bias) Course.

Attendance is for one day per week. The first year of this course will probably be available in September, 1972.

Shipbuilding Craft Studies Courses (Part II and Part III)

City and Guilds No 240

Course Supervisor R Ball CEng MRINA

These courses have been designed for students who are undergoing training following the recommendations of the Shipbuilding Industry Training Board or the Portsmouth Naval Base for the trades of loftsmen, plater and shipwright.

The Part II course is a two-year course. Progress on to this course is by the successful completion of the 200 Part 1 (Shipbuilding Metal Users) Course.

The Part III course is of one year duration and will probably be available in September 1972.

Attendance is for one day per week in both Part II and Part III.

General Notes for Employers

**Entrance
(Grading)
Examinations**

All prospective students who have no recognised qualifications such as GCE, CSE or RSA or an Evening Institute Technical Certificate will be required to attend grading examinations in Arithmetic and English. These examinations will be carried out in conjunction with the Mechanical Engineering Department and the proposed dates for 1972 are as follows:

Friday 24th March 1972

Tuesday 11th July 1972

Wednesday 6th September 1972

All examinations commence at 9.00 a.m.

These arrangements do not apply to employees of the Ministry of Defence who take a special 'DAYMET' examination.

Employers are requested to inform the department of the number of candidates they are proposing to send to each of the examinations.

If the demand from industry is sufficient preliminary classes may be run for students who were unable to start at the beginning of the session.

These are intended to reduce the gap between school and college and to give an indication of the most appropriate course to follow in September.

Faculty of Engineering

Department of Mechanical Engineering

Head of Department D S Ayling BScEng(Lond)CEng MIMechE AMRINA

Telephone Cosham 70351 Extn 243

Department of Mechanical Engineering

Head of Department	D S Ayling BScEng(Lond) CEng MIMechE MRINA
Deputy Head	A Hind CEng MIMechE MIProdE
Senior Lecturers	L Cass CEng MIMechE MIProdE AMIEI D Cowper DGS(Birm) CEng MIMechE MIProdE AMISM
Lecturers	S Birch MIMI J Bishop HND(MechEng) N Duffield HNC(ProdEng) J King CEng MIMechE MIED T Larkman Full Tech Cert CGLI A Mills CEng MRINA HNC(MechEng) S Topliss HNC (ProdEng) D Tye CEng MIMechE D Woodmansey HNC(MechEng) L E Bailey BSc(Lond) D Bligh HNC(ProdEng) R Brimelow HNC (ProdEng) AMIED B Burcher AMIMI C Cameron AMIMI D J Cox Full Tech Cert CGLI R R Fox Full Tech Cert CGLI R E Fisher B Fountain BEM MIEI TEng(CEI) C Gardner CGLI MIBCM W Horscroft AMIMI B Ingham Full Tech Cert CGLI A Jupp Full Tech Cert CGLI A J Masterman TEng (CEI) AMIProdE AIWSP J H Maycock J Munn HNC(MechEng) L Osborne Full Tech Cert CGLI W L Prangnell MIPlantE HNC (MechEng) F Renshaw Full Tech Cert CGLI A Sayers AMIMI AMIRTE S Varney MISM F T Wood HNC (MechEng) Assistant Lecturers E C Allen D Austin CGLI R Broderick N H Brown K Curl GIMI N Dane

B Elliott
R A Golding
R P Hammond
F Hansford Full Tech Cert CGLI
A Manning Tech(CEI) LIEI
E C Morgan
H E Phillips CGLI
J Rogers
J C Steer CGLI MIBCM
A Walter Full Tech Cert CGLI
L T Yeo

Department of Mechanical Engineering

Head of Department D S Ayling BScEng(Lond) CEng MIMechE AMRINA

The Department of Mechanical Engineering has responsibility for mechanical craft and technician courses, for the OND (sandwich) course in engineering and the General Course in Engineering. Further details of all of these courses are given in the following pages.

The New Pattern of Industrial Training in Integrated Craft Courses

The old pattern of day release to college for both practical training and theoretical education is rapidly changing. The training boards have established the principle of carefully planned training especially in the first year.

The Department of Mechanical Engineering provides full-time integrated courses for first year apprentices to satisfy both EITB and RTITB. City and Guilds have introduced some new courses to fit in with training board schemes, and are introducing others. The boards offer grants which make the new set-up financially attractive to employers.

Both boards, EITB and RTITB, have adopted the idea of a mainly common first year of training: under EITB, fitters and machinists, electricians, sheet metal workers and welders and, under RTITB, vehicle mechanics, body builders and repairers, auto electricians and parts men. The new City and Guilds courses follow the same pattern of a one-year Part I with little specialisation followed by two-year Part II courses where specialisation is introduced, and one-year specialised Part III courses.

The new City and Guilds courses to fit in with EITB schemes are the 200 series; on the RTITB side the courses are the new 380 series, some details of which are given later.

The new craft courses are only to be followed by students who are below the academic standard required for technician courses.

Technician courses themselves will be extensively altered as a result of recommendations of EITB, and the Haselgrave Committee.

Part-time day classes – General Notes for Employers

(a) Entry at Easter. It is intended to run preliminary classes starting at Easter each session for students who were unable to start at the beginning of the session. The classes will be of a general nature, intended to reduce the gap between school and college and to give a clear indication of the most appropriate course the following September.

(b) Entrance (Grading) Examinations. All students who have no recognised qualifications such as GCE, CSE or RSA or an Evening Institute Technical Certificate will be required to attend grading examinations in Arithmetic and English. Dates already proposed for 1972 are:
Friday 24th March (for Easter entry)
Tuesday 11th July

Wednesday 6th September

All examinations at 9 am

These arrangements do not apply to employees of the Ministry of Defence who take a special entrance examination.

Employers are asked to inform the department of the number of candidates they are proposing to send to each of the examinations.

(c) Certificate of Secondary Education. The Joint Committees for the award of ONC's and OND's in Engineering are prepared, for a trial period, to accept Grade 1 CSE passes as equivalent, subject for subject, to GCE passes for the purpose of ONC and OND entry.

In line with this, the other grades will be accepted as follows:

Grade 2 (Mathematics and Physics) – entry to one-year G Course (GS):

Grade 3 (Mathematics or Arithmetic, plus a Science) – entry to G1 or T1 Grades 4 and 5 (Arithmetic, etc.) to craft courses.

It is essential that all students wishing to enrol for a course should bring written evidence of their past work with them at the time of enrolment. Failure to do this may mean a delay in their enrolment.

These qualifications are: their previous College report, CSE certificates or notification, City and Guilds certificates, grading examination result.

Sandwich Course

Course Organiser A Hind CEng

The entry qualification for this course is four GCE 'O' levels or CSE's Grade 1 including Mathematics and Physics or other approved science subjects.

The course is offered for local employers who wish to give their apprentices the best chance of qualifying for entry to a Higher National Diploma course of CNA degree course. The OND will also admit to some university degree courses. Private students can also be admitted to the course.

Attendance at college is for two terms (usually September to Easter) in each of two years: students are expected to obtain appropriate practical training and industrial experience in the intervening period of about six months.

Plans are in hand for a course of practical training in college workshops for private students in the middle six-month period.

National Diploma in Engineering

Pre-Diploma (Sandwich) Course

Course Organiser A Hind CEng

This is a course of two terms (usually from September to Easter) for engineering apprentices who have a good O1 pass in Engineering. The course prepares students for Higher National Diploma (Sandwich) and CNA degree courses.

Part-time Courses

Machine Shop and General Engineering Courses

Course Organiser (except for Part II of *City and Guilds No 255*)
L Cass CEng

City and Guilds Course No 255

Course Supervisor N Duffield

This is a two-year course.

Mechanical Engineering Technicians Course (Part 1)

Mechanical Engineering Technicians' Course (Part II)

Course Organiser D Cowper CEng

City and Guilds Course No 255

Course Supervisors D Woodmansey (W/S Technology) and J King (Drawing)

Workshop Technology and Mechanical Engineering Drawing options are offered at Highbury at Part II level (third- and fourth-year students). Part III courses are offered at Portsmouth Polytechnic.

General Course in Engineering

City and Guilds Course No 250

Course Supervisor A Mills CEng

The General Course in Engineering (which is essentially a part-time day course), has been set up as an introduction to the new, two-year ONC courses, or the City and Guilds Technicians' Course (Mechanical, Electrical, Telecommunications). The General Course can be taken as either a one-year (GS) or a two-year course (G1 and G2) depending upon standard at entry. An Evening Institute Technical Certificate including a credit pass in Mathematics, or an RSA pass in Mathematics and Physics, or Grade 3 CSE passes or the equivalent are acceptable qualifications for entry to the G1 year; a student without such qualification may be admitted if he obtains a good result in the college grading examination or Ministry of Defence examination held before each session.

A 16-year student with Grade 2 CSE passes in Mathematics and Physics, an RSA Secondary School Certificate, including Mechanics or Physics or who has studied to GCE standard in Mathematics and an appropriate science subject with a pass in either, can be admitted to the one-year General Course. Four GCE 'O' levels or four Grade 1 CSE passes, including Mathematics and an appropriate science subject, can give entry to O1, the first year of the new ONC courses. The examinations at the end of the G1 year will be set by the college and the results of these will decide whether a student proceeds to G2 or transfers to a Technicians' course (Mechanical, Electrical, or Telecommunications), or to a craft course. (Usually transfer to the second year of craft course will be agreed to.) We have now combined the first year courses of G and MET as they are very similar (TS).

The examinations at the end of the G2 or GS year are City and Guilds examinations and the following passes will be required to admit a student to subsequent courses:

(a) **ONC (O1)**. Credit (55 per cent) passes in Mathematics and Engineering Science and a pass (40 per cent) in Engineering Drawing or Workshop Processes and Materials gained in the same session.

(b) **Technicians' Course**. To enter the second year of the technicians' course, three passes will be required. Less successful candidates will be allowed to enter the first year of a technicians' course.

As with ONC Courses, an essential requirement from all students taking the general course is a satisfactory record of home-work and laboratory work.

Basic Engineering Craft Studies (Part I)

City and Guilds Course No 200

Course Supervisor D Tye

This is the course designed to complement EITB first-year off-the-job craft training. It has much common groundwork but options are available according to the specialisation in the practical training – mechanical (ie machine shop) electrical, fabrication or vehicle body. The last-named is transferring to the RTITB schemes. The course is essentially theoretical, based on the laboratory rather than the workshop; much of the closely associated technology ('job knowledge') is given in the training workshop instead of the college classroom.

Craft Studies: Courses in Mechanical Engineering (Part II and III)

City and Guilds Course No 205

Course Supervisor D Tye

In addition to the Part II course, Part III options of Toolmaking and Machinery will be offered.

Special Course

Institution of Engineering Inspection and Quality Control

This course is intended for mature students who have a good practical experience of Engineering Inspection.

The course is in three parts and normally will last for 3 years with attendance on one half day plus one evening per week in each year.

Part I. This consists of fundamental Science subjects and English.

Exception from the whole or part of this section can be given to suitably qualified students.

Part II. This consists of two selected Engineering Inspection subjects and the following are being offered:

- 1 Engineering Dimensional Metrology
- 2 Materials Testing

Part III. This consists of one subject:

Organisation and Management of Inspection.

Motor Vehicle Courses (including Body Work)

Course Organiser D Cowper CEng

Motor Vehicle Mechanics' Courses

City and Guilds Course No 375

Course Supervisor W Horscroft

This course is a four-year course with Parts I and II examinations after second and fourth years. Part I of this course is no longer offered at this college. The Part III, course in Motor Vehicle Electricians' work (**Course Supervisor** S Birch) will be offered in addition to Part II.

Motor Vehicle Craft Studies Courses

City and Guilds Courses Nos 380, 381

Course Supervisor S Birch

All motor vehicle craft students will now take the same one-year Part I course (*City and Guilds No 380*) and then specialise in the appropriate option in a two-year Part II course (*City and Guilds No 381*).

Light Vehicle Mechanics

Heavy Vehicle Mechanics (not offered at this college).

Electrical Mechanics

Light Vehicle Body Repair

Part III courses may be available later.

**Compression
Ignition
Engine
Mechanics***City and Guilds Course No 379*

This is a one-year specialist course following *City and Guilds Course No 375* Part II or similar course: commercial vehicle and marine options are available.

**Motor Vehicle
Technicians'
Work***City and Guilds Course No 390***Course Supervisor** S Birch

This scheme runs parallel to the new MV Craft Studies Course. A student can enter it direct from school if he has obtained GCE 'O' level in Mathematics or Science or CSE's Grades 2 and 3 (or better). The course is a four-year one with examinations after second and fourth years.

The Part III in supervisory studies for the full technological certificate is taken in one year. The course includes a project of 10,000 words by the student on a topical subject related to the wholesale or retail side of the motor trade. Such subjects as 'The Reorganisation of a Garage', 'Sales and Service Promotion' are investigated.

Provision is made for transfer from the Craft course to the Technicians' Course and vice versa at various stages.

Motor Vehicle Integrated Training Stage I, II and III
RTITB approved.

Course Supervisor B Burcher

These courses are run on a block release basis, Stage 1 18 weeks full-time attendance and 18 weeks of day-release, Stages II and III are each 9 weeks of full-time attendance, and 27 weeks of day-release.

**Vehicle Body
Building,
Panel Beating,
Body Work
Courses***City and Guilds No 294* will be replaced by *City and Guilds No 385**City and Guilds No 295* will be replaced by *City and Guilds Nos 380, 381***Course Supervisor** C Gardner

Only students previously on craft practice courses will attend these courses; new entries will attend the new craft studies courses (see also the reference to Motor Vehicle Craft Studies Courses).

The Vehicle Body Work Course is available for students engaged in this field who hold ordinary craft certificates and wish to broaden their knowledge of the industry.

Final Examination Course of the Institute of the Motor Industry**Course Supervisor** S Birch

This course lasts for one year; one day or three evenings per week, when students sit for the IMI part C examinations in Motor Trade Practice and Law, Management, and Workshop Organisation and Administration. Successful candidates with adequate experience and responsibility in the trade may apply for their Associate Membership of the Institute of the Motor Industry.

Enrolment to the course is open to students who already have exemptions from both Part A and Part B of the IMI or those who can get it. This exemption is normally acquired by a student holding a Motor Vehicle Technicians' Certificate (City and Guilds 170) or Parts Department Certificate (City and Guilds 384), or Parts I, II and III of the MV

Mechanics' Course. A student with a technicians' full technological certificate (new scheme) studies Management and Motor Trade Practice and Law only.

Institute of Road Transport Engineers, Section C Part II

This course will be run in conjunction with the IMI final examination with the extra subject 'Transport Engineering Regulations and Practice' run as an evening class.

Entry qualifications are very similar to the IMI examination.

Special Course**Engineering Drawing and Design Course****Course Organiser** J King CEng

A special two-year, evenings-only, course in Engineering Design is available if there is sufficient demand for those seeking the necessary HNC standard of education in order to obtain exemption from the academic requirements of the Institution of Engineering Designers.

The course is open to mature students who wish to obtain this exemption but are not at present employed in the field of design.

Short Courses

These are provided on demand to suit requirements of particular industrial organisations or groups of students. Courses are already planned for abrasive wheel setters and press tool operators

**The Mechanical
Engineering
Training
Workshop**

This training workshop adjacent to the main college buildings provides first year off-the-job training as laid down by the Engineering Industry Training Board, qualifying for the full grant of £600 per year per trainee. Mr R Fisher is in charge of the day-to-day running of the 'off-the-job' training in this workshop, but all enquiries regarding this training should be addressed to the Head of Department.

Faculty of Social Studies

Head of Faculty B J Davenport MA(Manc) AMBIM

Telephone Cosham 70351 Extn 206

Faculty of Social Studies

The Faculty of Social Studies co-ordinates the work of three departments of the College :

The **Business Studies Department** which offers courses under the following headings :

- Business Studies
- Professional Studies
- Secretarial Studies

The **General Studies Department** which offers courses under the following headings :

- General Education
- Journalism
- Modern Languages
- Teacher Training (Further Education)
- General Studies Servicing

The **Management Studies Department** which offers courses under the following headings :

- Business Appreciation
- Personnel Management
- Marketing
- Industrial Relations
- Management Accounting
- Supervision
- Works Management and Work Study

Enquiries concerning individual courses should be directed to the Department concerned ; if in doubt, or in case of general enquiries, please contact the Faculty of Social Studies (telephone extension 206).

Faculty of Social Studies

Department of Business Studies

Head of Department J B Pilkington BAEcon(Leeds)

Telephone Cosham 70351 Extn 249

Department of Business Studies

Head of Department J B Pilkington BAEcon(Leeds)

Deputy Head J W Gould BScEcon(Lond)

Senior Lecturers J R Simpson LLM (Lond) ACIS
W S Tooze ACIS

Lecturers Mrs H D Beadle FSCT FFTCom
Mrs E W Cunningham PSDip ASCT ATA
C E Dodd FCA ACIS
W D Hemming MFTCom MIOM
D F Horton BScEcon(Lond)
R P Jones ACIS AIB
K R Legg PSDip FSCT
Miss J M Matthews ASCT FTA

J A Austin BScEcon(Lond)
Mrs J Arnold
F G Bridges FIGD AMBIM
Miss J E Carter BScSoc(Lond)
Mrs K R Curtis
L Fisher HNC
Miss D I Green FSCT FFTCom
L Hassell ACIS MIOM
Mrs E Hooley
Mrs P M Jackson
V Raval ACIS
Mrs M Valler
H Walters BScEcon(Lond)

Courses are offered in the following areas of study :

- (1) Business Studies
- (2) Professional Studies (including Retail Distribution)
- (3) Secretarial Studies

Department of Business Studies

Head of Department J B Pilkington BAEcon(Leeds)

Business Studies Section – Full-time Courses

Section Head W S Tooze ACIS

Preliminary Course

This is a new one-year course for prospective office workers, who may not be eligible for the National Diploma course. It covers a wide area of study and will generally be accepted as a qualification in its own right and should enable a young person to adapt more quickly and easily into a business environment.

Successful students may also become eligible for entry into the National Diploma course.

Entry Qualifications

- (1) A minimum of four good passes (Grade 3 or better) in CSE
OR
- (2) Some evidence of success at GCE 'O' level.

Course Subjects

Compulsory The Background to Office Work
The Work of the Office
Communications in the Office

Optional Business Arithmetic Accounting
Computer Appreciation Typewriting
Legal Aspects of Business French

To qualify for the award students must pass in the *three* compulsory subjects and at least *two* of the optional subjects.
A handbook, giving fuller details of the Intermediate Course is available and will be sent on request. Please address enquiries to the Section Head.

Course Supervisor D F Horton BScEcon(Lond)

This is a two-year course designed for those young people who wish to pursue a career in business and also to assist others who have not yet discovered their real interests and aptitudes at 'O' level standard. The course provides a broadly based education in business subjects and offers opportunities for a wide choice of career. Eg Accounting, Banking, Computing, Insurance, Law, Marketing, Personnel Management, etc.

Students who obtain credit passes in their final examinations are eligible for subject-for-subject exemption from the Intermediate Examinations of most professional bodies.

The Diploma is a recognised entry qualification to Degree Courses in Universities, Polytechnics and Colleges of Technology, as well as to Colleges of Education, especially those offering Business Studies as a main subject. It is also recognised for entry into the Executive Class of the Civil Service.

Intermediate Diploma in Clerical Subjects or Certificate in Office Studies

National Diploma in Business Studies

Entry Qualifications

- (1) GCE Ordinary level or Grade 1 CSE in four subjects, including English.
- (2) Students wishing to offer a modern language must hold GCE Ordinary level in that language.

Course Subjects*First Year*

Accounting I
British Constitution
Computer Studies
Economic Geography
Economic History or a
Modern Language

**English*

General Principles of English Law

*Structure of Commerce

To qualify for the Award of a Diploma students must pass in the subjects marked * and three other subjects.

Second Year

Accounting II
Computer Studies

**Economics*

*English (including a minor thesis of 3000 to 5000 words)

Functions and organisation of the Office

Mercantile Law

Statistics or a Modern Language

GCE Advanced Level and National Diploma

Students are encouraged to enter for GCE Advanced level examinations, in Accounting, British Constitution, Principles of Law and Economics, in addition to their Diploma examinations during the course.

National Diploma and Secretarial Studies

Diploma studies may be combined with shorthand and typewriting. This arrangement offers the opportunity to couple a good secretarial qualification with that of the Diploma.

Practical Training

During the long vacation at the end of the first year, arrangements are made for National Diploma students to be seconded, as unpaid trainees for a minimum period of three weeks, with local firms. This is an integral part of the course and students are expected to meet this requirement. A handbook, giving fuller details of the Diploma Course, is available and will be sent on request. Please address enquiries to the Section Head.

Business Studies Part-time Courses

This two-year day-release course is provided for those young office workers who do not possess the educational qualifications required to enter for a National Certificate course.

Applicants must have been in full-time education until the age of 16 years, or have completed a one-year full- or part-time course in an establishment of Further Education.

All students must study and take examinations in four subjects of which English and General Studies/Clerical Duties will be compulsory.

The optional subjects may be chosen from:

Business Calculations

Book-keeping

Commerce

Typewriting and Office Machines

To gain a certificate, a candidate must pass in the two compulsory

Certificate in Office Studies (Government)

subjects and in at least one of the optional subjects. Successful completion of this course is accepted as an entry qualification to a National Certificate Course in Business Studies.

This accelerated one-year course is intended for those applicants whose academic background or experience require a more concentrated course. It has been found that the majority of such candidates are employees of local authorities and, therefore, the course subjects will be English, Clerical Duties, Government and Sociology. Any applicant suitably qualified would, of course, be eligible for this course. Attendance is required for one day and evening throughout the session. Successful completion of this course is also accepted as an entry qualification for the National Certificate Course in either Business Studies or Public Administration.

Professional Studies Section (including Retail Distribution)**Section Head R P Jones ACIS AIB**

This certificate is becoming of increasing importance in training for business and is the most appropriate way of entry into the professions: except in special cases, students are advised to take this two-year course. It is intended for those who are already in employment and provides a course of instruction in four subjects in each of two years:

Course Subjects*First Year*

Accounting I
Structure of Commerce
General Principles of English Law
Statistics

Second Year

Accounting II
Economics
English
Mercantile Law

Attendance is required for one day or for two half days per week over the two years.

Students who complete the course successfully and who obtain 'credit' passes are eligible for subject-for-subject exemption from the Intermediate Examinations of most professional bodies.

Entry Qualifications

- (1) GCE Ordinary level or Grade 1 CSE in four subjects, including English, or Certificate in Office Studies with credit.
- (2) Special arrangements can be made for applicants over 19 years, who do not satisfy these requirements. Please consult the Head of Section.

Course Tutor Miss J E Carter BScSoc(Lond)

The recent reorganisation of Local Government Examinations makes this certificate the recognised Intermediate qualification for Local Government Officers as well as for Civil Servants and others in Government service. The course is designed to give the student two years academic study in the subjects which are important to both Local and Central Government.

National Certificate in Business Studies**National Certificate in Public Administration**

Course Subjects*First Year*

English
Government I
Economics with Public Finance I
Social Structure

Second Year

Statistics
Government II
Economics II
Social Services

Students will be employed in the government service and will be required to attend for one day per week over two years. Students successfully completing the course will be able to proceed to the more advanced courses in the Government Service.

Entry Qualifications

As for National Certificate in Business Studies (above).

Introductory Business Studies

Evening classes in a range of subjects are provided including Accounts, Commerce and Economics. Enquiries should be addressed to the Head of Section.

Professional Studies

Students who wish to prepare for a professional qualification are strongly advised:

(1) To consult the Head of Section before enrolment; in many cases their interests will be better served by studying for the National Certificate in Business Studies.

(2) To obtain and study a copy of the regulations of their professional body since the College Authorities are not responsible for the arrangements of students vis-à-vis the professional bodies.

Courses are held in preparation for the examinations of the following professions on a **part-time day/evening or evening only** basis.

Accountancy, Cost Accountancy, Company Secretaryship

Tutor C E Dodd FCA ACIS

Classes are held for the Parts I and II of the **Institute of Cost and Works Accountants**, the **Association of Certified Accountants** and the Intermediate examination of the **Chartered Institute of Secretaries and Administrators** on a day-release and evening basis.

Subjects offered include:

Accounting
Economics
Statistics

Industrial Administration
General Principles of English Law
English

Banking

Tutor R P Jones ACIS AIB

The College is recognised as a centre by the Institute of Bankers and the Savings Bank Institute working in close collaboration with both the local and London Institutes. Students who fulfil the attendance and homework requirements and who pass the College examinations will be exempt from the Institutes Examination (Part I) on a subject for subject basis.

Classes in the optional Language certificate subjects, in addition to Investment and Taxation, will be held, subject to sufficient demand.

A brochure giving full details of both day and evening courses is available from the Course Tutor.

Chartered Insurance Institute

Tutor L Hassell ACIS MIOM

All subjects of the Introductory Examination are offered and also certain subjects of the new Qualifying Examination on a half-day release and evening basis. Candidates must be registered students of the Chartered Insurance Institute at the time of sitting the examinations. The subjects offered include:

Introductory Examination – English; Economic Organisation; Principles of Law; Elements of Insurance.

New Qualifying Examination – Legal and Economic Aspects of Insurance; Insurances of the Person; Property and Pecuniary Insurances; Insurances of Liability.

Legal Executives Associate Examinations

Tutor C E Dodd FCA ACIS

Courses are held over two years for the Part I and Part II Associate examinations on a part-time day and evening basis. Subjects offered include:

Part I – Law; Procedure – Litigation and Conveyancing.

Part II – Law; Procedure – Litigation, Probate and Private Limited Companies.

Institute of Transport

Tutor C E Dodd FCA ACIS

The course is intended for those having a working interest in the transport industries with particular emphasis on operation and control. The field of study covers all subjects leading to the Associate and Graduate examinations of the Institute.

Other Professional Bodies

Courses in preparation for the examinations of professional bodies not mentioned above will be provided if there is sufficient demand. Enquiries should be addressed to Head of Section.

Short Courses and Refresher Courses

These courses are arranged in collaboration with the professional bodies either as pre-examination revision or refresher courses during the Spring term. Enquiries should, in the first place, be made through the local education officer of the Institute holding the examinations.

Specialist Studies

Where demand is limited, seminars and tutorial groups are arranged as appropriate. The subjects include Taxation, Auditing and Law for the Businessman. Details are advertised in the local press and all enquiries should be addressed to Head of Section.

Final Examination of Professional Bodies

Enquiries should be addressed to the Head of Department of Business Studies, Portsmouth Polytechnic.

Distribution Courses

Course Supervisor W D Hemming MFTCom MIOM

A two-year course for an award of the City and Guilds of London Institute. It is intended for younger employees in the Distribution Trades, and provides a general introduction to commerce suitable to their needs. In addition to being a useful qualification in itself, the General Certificate in Distribution, provided it is obtained with the necessary credits, gives exemption from the first year of the National Distribution Certificate Course.

National Distribution Certificate

A two-year course, based on the syllabuses published by the City and Guilds of London Institute.
The normal academic entry standard is full-time education up to 16 years of age, or possession of the General Certificate in Distribution or some other similarly approved qualification.

Certificate in Distributive Management Principles

A two-year course intended for applicants to managerial positions in large retail, wholesale or industrial distributive establishments and for those managing, or likely to manage, smaller establishments. It is intended to appeal to the whole field of distribution, including both the food and non-food trades.

Entrants to the course must be at least 18 years of age and will normally be expected to hold one of the following qualifications:

- The National Distribution Certificate or a similarly approved qualification.
- Two passes at GCE 'A' level.
- An Ordinary National Certificate or Ordinary National Diploma.

Applications for admission may be considered from older persons who have the required background of education and/or trade experience.

Secretarial Studies Section

Section Head J R Simpson LLM ACIS

Full-time Courses**Private Secretary's Courses**

Course Supervisor Mrs E W Cunningham PSDip ASCT

Three types of **one** year course, leading to the Private Secretary's Certificate of the London Chamber of Commerce, are offered.

Course Subjects

The basic course includes:

Secretarial Skills – Shorthand and Typewriting
Structure of Business
Secretarial Duties

Communication in Business

Suitably qualified applicants may opt to take in addition:

Business Organisation and Management or
French or German

Students with 'A' GCE French or German are prepared for the RSA **Secretarial Linguists Certificate**.

Students studying Business Organisation and Management and the supervisory skills are prepared for the RSA Advanced examinations in **Office Supervision** and in **Personal Secretarial Practice**. Students who are 21 or attain 21 years of age in the academic year, may take the examinations for the **Private Secretary's Diploma** of the London Chamber of Commerce.

Entry Qualifications

Applications will be considered from:

- Graduates or post-'A' level students.
- Those who have followed a VIth form course.
- Those who have successfully completed a general Secretarial Course.
- Mature students with business experience.

Enquiries should be made to the Course Supervisor.

All applicants will be required to attend for interview.

Secretarial Courses

Course Supervisor Miss J Matthews ASCT FTA

The aim of these courses is to prepare students for secretarial posts in Industry, Commerce or Public Administration. Opportunities are provided for students to sit for appropriate examinations of the RSA, Pitman Institute and GCE.

Course Subjects

Shorthand (Pitman or Teeline)

Typewriting and Audio Typewriting

General Clerical and Secretarial Duties

Accounts

Commerce and Structure of Business

Communications

Speech Training, Grooming and Health Education

For students already possessing a good knowledge of French (an 'O' level pass or the equivalent in CSE), an opportunity will be given to continue to study the language to a higher level.

Entry Qualifications

- Age 16.
- Have passed in three subjects at 'O' level including English, or have been educated to GCE 'O' level or appropriate CSE standard, and have passed an examination in English or a recognised body.
- Applicants may be requested to attend for interview.

Students who complete the first year course satisfactorily will be offered a place on the **Private Secretary's Course** (under (c) above) or on the **Medical Secretary's Course**. (Details in Home, Health and Fashion Department Section).

Part-time Day Courses**London Chamber of Commerce Private Secretary's Certificate and Private Secretary's Diploma**

Course Supervisor K R Legg PSDip FSCT

Candidates for the Diploma Examinations must be 21 or attain 21 years of age in the calendar year in which they take the examination. Holders of the Private Secretary's Certificate, however, may enter for the Diploma examinations in the calendar year in which they attain 20 years of age. Candidates for the Private Secretary's Certificate must not be less than 18 years of age in the calendar year in which they take the examination.

Candidates for both examinations should have had office experience and should hold Royal Society of Arts or London Chamber of Commerce certificates for typewriting Stage II and shorthand 80 words per minute.

It is proposed to hold the course one day a week – 1.30 to 7.30 p.m. for one year.

Junior Secretary's Course

This is intended to help shorthand typists and potential junior secretaries to improve their standards. The syllabus will cover shorthand, typewriting, audio typing and secretarial work. Three courses will be offered :

- (a) For beginners.
- (b) For intermediate students.
- (c) For advanced students.

Evening-only Courses

**Teacher's
Certificates in
Shorthand and
Typewriting
(Royal Society
of Arts)**

Course Supervisor K R Legg PSDip FSCT

Applicants for these courses must satisfy the entry requirements of RSA. These are being reconsidered. Enquiries should be addressed to the Course Supervisor.

**Royal Society
of Arts
Examinations**

Evening Classes will be held in the following

Shorthand – Stage III.

Typewriting – Stage III.

Shorthand/Typist's Certificate – Stage III.

Entry to evening classes is restricted to those who hold RSA Stage II or the equivalent certificates in the subject they wish to study.

The Department does not hold classes in Office Arts for beginners or for intermediate students : these are conducted in the Further Education Centres.

Faculty of Social Studies

Department of General Studies

Head of Department G S Boulton BA(Lond)

Telephone Cosham 70351 Extn 203

Department of General Studies

Head of Department G S Boulton BA(Lond)

Deputy Head D P Whitehouse BA(Lond)

Senior Lecturers B J Hall
M J Reid BA(Lond)

Lecturers S Combes BA(Lond)
J H Craggill MA(Dunelm)
M I Cran BA(Liverpool)
B C Davies BA(Leeds)
H H Davies BSc(Nottingham)
D L Frampton BA(Southampton)
C Hughes BSc(Wales) DipPhysEd (Carnegie)
T D Ibbotson BA(Wales)
R Laming BA(Oxon)
N J Larkins BA(Lond)
N Le Huquet BA(Lond)
L R Robling BA(Wales)
P S Tickner
J D Wilson

Reverend H G Ames MA(Cantab) BD(Lond)
Mrs J A S Arnold BA(Lond)
B J Austin-Ward BA MPhil (Lond)
M R Bertenshaw BA(Leeds)
Mrs M B M Calcraft MA(St Andrews) ARCM JP
J R Clarembaux BA(Oxon)
D C Everitt NDD
S Firth MusB(Manchester)
L J Gilpin BA(Dunelm)
Mrs C Glosli DipEd
Miss L S Greenwood BA(Lond)
A C Gutridge BA(Lond)
P Holland BScEcon(Lond) MA(Sussex)
D F B Kett BSc Econ (Wales)
Mrs W Killeen BSc(Lond)
Mrs B M Lavington FLCM
N H Llewellyn BA(CNAA)
C H Nethercott
M X Perry BSc(Lond) MA(E Anglia)
S J Reid BSc(Lond)
D C Robinson BSc(Surrey)
Mrs J Robinson BA (Keele)
Mrs B Scane BA (Wales)
S Shevel BA (South Africa)
R A W Stevens MA (Oxon)

DEPARTMENT OF GENERAL STUDIES

T O Taussik BA (Clark USA) MA(Leicester)
W J Taylor DipEd ADB
A Waugh BScEcon (Lond)
C J V Widdowfield BA (Birmingham)

Tutor Librarians

Mrs A Clegg FLA
Mrs R Hebblethwaite ALA

Director of Educational Television Unit

D L Frampton BA(Southampton)

Department of General Studies

Head of Department G S Boulton BA(Lond)

Courses are offered under the following headings

- | | |
|-----------------------------|--------------------------------------|
| 1 General Education | 2 Modern Languages |
| 3 Journalism | 4 Teacher Training and other courses |
| 5 General Studies Servicing | |

1 General Education Courses

Course Organiser M J Reid BA(Lond)

Full-time Courses

Course Supervisor B C Davies BA(Leeds)

This general course prepares students in one year for special full-time courses in further education, the entry qualification for which is a number of passes at GCE Ordinary level. Students are expected to sit for the summer examinations of the Oxford General Certificate of Education and normally study five or six of the following subjects :

English Language	British Constitution
English Literature	Religious Knowledge
History	Music
French	Mathematics
Geography	Human Biology
Art	Needlework

The minimum age of entry is 16 years. School-leavers are selected on the basis of (a) a firm recommendation for full-time further education from head teachers and (b) at least one interview at the college.

GCE Advanced Level (Humanities and Social Sciences)

Course Supervisors J H Craggill MA(Humanities), MI Cran BA(Social Sciences)

This two-year course is meant primarily for students who are aiming at degree or diploma courses, training college, or exemption from civil service and professional examinations. Students are normally expected to study three main subjects from the following :

English Literature or Economics
French or Economic History
Geography or Sociology
History or German
Spanish
Biology
British Constitution or Art
Latin
Religious Knowledge
Computer Science
Music

Students also take Use of English and Liberal Studies.

Entry is normally restricted to applicants with good passes in the appropriate ordinary level subjects. This means that final acceptance for the course may be delayed until the Summer GCE results are known. All school-leavers must be recommended by head teachers.

Mature Students

All full-time and part-time courses are available to mature students, but those wishing to prepare for entry to special careers are advised to consult the Course Organiser.

Speech and Drama Course

Course Supervisor Mrs B M Lavington FLCM

This one-year full-time course is suitable for students interested in admission to a recognised drama school or college of speech therapy, or for students wishing to offer Speech and Drama as a main subject in a college of education. Certain parts of this course can be combined with GCE 'A' level studies. Students are warned that as the opportunities for a stage career are extremely limited, only those who reveal exceptional abilities and possess good academic qualifications will be recommended for entry to a drama school ; moreover, there is no guarantee that grants from the Local Education Authority will be available for those who do obtain this entry.

Students will be expected during the course of their training to enter for grade examinations and medals in Speech and Drama of the various recognised examining bodies, eg The Guildhall School of Music, the London Academy of Dramatic Art.

To qualify for entry applicants must :

- (1) Be aged 16 or over on 1st September of the year of entry.
- (2) Provide evidence of good education, and in particular of ability in written English ;
- (3) Show aptitude, which will be assessed by an interview and audition at the college.

School leavers must have a firm recommendation from their head teacher. For those who wish to teach Speech and Drama, a minimum of five GCE 'O' levels is essential.

Music

Course Supervisor S Firth MusB

A course combining music and general education studies is offered to students wishing to prepare for entry to colleges of music, or wishing to opt for music as a main study in a college of education. Studies in music will consist of the history of music, harmony, counterpoint, free composition and instrumental activity.

Applicants wishing to take advantage of music studies only, will be admitted on a part-time basis.

Part-time Courses

Combinations of day and evening courses described under the following headings of this section will be considered a part-time course in General Studies, but may not in any circumstances exceed 14 hours per week.

**GCE Ordinary
Level –
Day and Evening****Course Supervisor** B C Davies BA(Leeds)

Classes are available to part-time day students in the following subjects each of which occupies one half-day (three hours) :

English Language and Literature
French
History
Geography
Religious Knowledge
Music
Art

It is possible to combine attendance at these classes with attendance at the following :

GCE Ordinary level science arranged by the Mathematics and Science Department.

Classes in Cookery and Needlework are arranged by the Home and Institutional Administration Department.

Classes are available to evening students for Oxford GCE in the following subjects :

English Language
Literature
French
German
Latin
History
Geography
Religious Knowledge
Music
Art

Ordinary level classes are arranged with the Department of Mathematics and Science to give as wide a scope as possible.

**GCE Advanced
Level – Day and
Evening****Course Supervisors** J H Craggill MA (Humanities)

M I Cran BA(Social Sciences)

A one-year course in English is available to students who can attend for two half-days a week. Other students may enrol for a maximum of two of the following subjects each of which requires six hours a week attendance :

Economics
French or Economic History
Geography or Art
History
British Constitution
Religious Knowledge
Sociology
Music

Classes are available to evening students for Oxford GCE in the following subjects :

English Literature
French
German
Latin

History
Economics
British Constitution
Geography
Religious Knowledge
Sociology
Music

**Civil Service
Examinations
(Executive Class)
– Evening****Course Supervisor** S Shevel BA

This course provides English Language, Calculations and Current Affairs for members of the Civil Service who require to sit for the written examination of the Civil Service Commission in the Executive Officer (Limited) Competition.

**Speech and
Drama – Evening****Course Supervisor** Mrs B M Lavington FLCM

This course provides essential training for students who are working towards Diplomas in teaching Speech and Drama, and in Public Speaking, and towards Performers' Diplomas, awarded by recognised external bodies. Attendance is for two hours on one evening each week.

**Associate of the
Drama Board
(Education)****Course Supervisor** Mrs B M Lavington FLCM

This is a one-year part-time course which prepares candidates for the ADB (Ed) examination.

The examination is open to qualified teachers and to those teachers in training who have practical experience of teaching. The minimum age for entry is 21.

Special consideration may also be given to candidates who do not fall into the above categories but whose background and experience qualify them to attend the source.

Attendance at a course of training is an essential pre-requisite for this examination. The minimum number of hours in the course is 120.

At present the course takes place on Tuesdays, 3.30 p.m.–7.30 p.m. Practising teachers may apply to their local authority for approval of attendance.

All applicants for entry to the examination must be approved by The Drama Board, 26 Bedford Square, WC1B 3HU.

Further information and application forms are obtainable from the Course Supervisor.

Music – Evening**Course Supervisor** S Firth MusB

This course offers an analytical approach to music and is intended to assist practising musicians and teachers.

Studies will consist mainly of style, form and composition. There will also be some opportunities for instrumental activity.

2 Modern Language Courses**Course Organiser** D L Frampton BA(Soton)

All courses, audio-visual or otherwise, give opportunities for study of the current spoken language. Language Laboratory work forms an integral part of courses at all levels in order to give intensive language practice to those who can attend for only one session per week.

Language Laboratory Courses
– Part-time Day

Course Supervisor Mrs J A S Arnold BA(Lond)

These courses, available in French and German, are suitable for business people and others who have only a limited time available each week, and who need to learn a foreign language speedily and effectively in order to converse abroad in everyday situations. Courses are run at one or more levels, depending on demand. Stage 1 is intended for those with no previous experience of the language concerned, Stage 2 for those who have recently attained an elementary standard of fluency in the spoken language. An Intermediate Stage provides continuation work for two years beyond Stage 2, and preparation for more advanced examinations.

– Evening

Courses in French, German, Italian, Russian and Spanish will be run at one or more levels (as described above), depending on demand. Students attend for one two-hour session per week in each case, and as these are courses in the spoken language, regular attendance is essential.

Those intending to enrol should make a careful note of registration dates, as it will not be possible to reserve places. The content of Language Laboratory Courses includes preparatory work for Institute of Linguists and London Chamber of Commerce examinations at elementary, intermediate and advanced levels. A detailed leaflet is available.

Refresher Courses in French for Primary Teachers
– Part-time Courses

Course Supervisor N le Huquet BA(Lond)

Part-time courses range from beginner to advanced level and therefore offer opportunities to teachers at all stages of fluency.

– Short Intensive Courses

A 6-week intensive course is run in the summer term. It is approved by the Department of Education and Science for secondment purposes, and teachers should make the appropriate application to their Local Authority.

Applications for the course should be addressed to the College. All courses are designed around audio-visual and audio-lingual materials and include intensive language laboratory practice, in anticipation of the wider introduction of French into the primary school.

Foreign Languages for commercial, industrial or special requirements

Course Supervisor D L Frampton BA(Soton)

Full-time short intensive courses, or part-time courses at times other than those advertised for normal courses, are run by special arrangement, and particular needs are taken into consideration. Notice required for the running of special courses will vary according to the language in question and the nature of the request. Languages available are English (for foreigners), French, German, Greek, Italian, Norwegian, Russian and Spanish.

Subscriber Scheme

This scheme has been devised with the particular needs of commerce and industry in mind. It enables the subscriber to make appointments for language tuition and intensive language laboratory work at times which suit his business or professional commitments. Any time within normal College working hours and terms can normally be arranged for, and bookings can be made or cancelled at short notice. The distinct advantages of the Scheme are that the subscriber is not tied to a regular

attendance at the same time each week, and that he can choose the intensity of tuition which best suits his purposes.

A separate detailed leaflet is available.

English for Foreigners – Part-time Day

Course Supervisor N le Huquet BA(Lond)

This is a one-year course designed to prepare students from abroad for the Lower Certificate and the Certificate of Proficiency in English of the University of Cambridge. Students are expected to attend for two half-days a week throughout the session.

Classes are held in composition, grammar, use of English, oral skills, literature and British life and institutions. Language laboratory work forms an integral part of the course and includes practice in grammar, intonation, rhythm, stress, phonetic correction and aural comprehension. The course is not suitable for absolute beginners.

A separate leaflet is available.

Special Part-time Facilities

It is often possible for part-time enrolments to be accepted for full-time language classes dealing with specialised skills, eg business correspondence, cultural and background studies, translation, literature.

A detailed leaflet is available.

3 Courses for Journalists

Course Organiser B J Hall

Course Supervisors P S Tickner, J D Wilson

Junior Journalists Block Release

This is a two-year course run in conjunction with the National Council for the Training of Journalists and with the support of newspapers in the area of the South Coast. In each year students attend a full-time course of eight weeks' duration to study:

Shorthand	English Language
Newspaper Practice	Government
Current Affairs	Newspaper Law

Entry is restricted to young journalists employed by newspapers. Sponsorship for the course is by the employing firms.

Pre-Entry Training

Candidates selected by the National Council for the Training of Journalists undergo a full year of training before joining a newspaper staff. They are given a basic groundwork in newspaper topics and allied subjects (similar to those studied on block release courses).

Provision is also made for pre-entry training for young people selected and sponsored by individual newspapers.

Entry Qualifications

Applicants must be between the ages of eighteen and twenty and hold at least two 'A' level passes.

Senior Journalists Courses

In addition to the courses for new entrants into journalism, special courses are run for senior editorial staff. These include short periods of intensive training in sub-editing (usually of one week's duration) and conferences, seminars and courses in the organisation of editorial and other aspects of newspaper training, according to demand.

Entry for these and other *ad hoc* courses is not restricted to area level; they attract applications from all parts of the country. These courses are run in conjunction with the National Council for the Training of Journalists.

4 Teacher Training and other courses

Further Education Teacher's Certificate City and Guilds 730

Course Tutors H H Davies BSc(Nottingham), D P Whitehouse BA(Lond)

The scheme is intended for part-time teachers in further education and for those wishing to take up part-time teaching. It is also suitable for full-time teachers who have been unable to undertake full-time training, and for those in industry, commerce and public service responsible for teaching and training.

Two one-year courses are offered on a part-time basis: (a) an evening class on Mondays beginning at 4.30 p.m.; (b) an inservice class on Thursdays beginning at 2.00 p.m. and intended primarily for full-time members of the college staff.

Course of Study

The course consists of:

- (a) Instruction in Principles and Methods of Teaching.
- (b) Teaching practice given to students over compulsory school-leaving age.

Students who satisfactorily complete the course of study are entered for the City and Guilds examination which comprises:

- (a) One three-hour written paper.
- (b) An assessment of course work.
- (c) An assessment of teaching practice.

Entry to the Course

Applicants must:

- (a) Be over 23 years of age on 1st June of the year in which they enter for the examination;
- (b) Have a good command of written and spoken English.
- (c) Come within **one** of the following categories:
 - (i) Serving part-time teachers.
 - (ii) Intending part-time teachers, provided they are adequately qualified in the subject they wish to teach by virtue of holding a City and Guilds Final or Advanced Craft Certificate, or a Higher National Certificate, or an appropriate professional or other suitable qualification.
 - (iii) Training personnel in industry, commerce or public service, provided they are adequately qualified.
 - (iv) Serving teachers holding a full-time appointment in further education or in a technical training capacity in HM Forces who have not taken a full-time course of teacher training.

Enrolment

Enrolment for the course beginning in September 1972 is by application form and interview with the Course Tutors. Application forms may be obtained from the Head of the Department of General Studies, to whom

they should be returned, under cover of a formal letter, as soon as possible.

Further Education Teacher's Advanced Certificate City and Guilds 730

Course Tutor H H Davies BSc(Nottingham)

This course provides an additional qualification for those who possess one of the teacher's certificates awarded by the City and Guilds of London Institute, or other recognised teacher's certificate, and who wish to pursue a more advanced study of aspects of education.

The scheme comprises:

- (a) Aims and Organisation of Further and Adult Education.
- (b) A special study selected by the student from the following:
 - (i) Current Educational Ideas.
 - (ii) The Psychology of Teaching and Student Development.
 - (iii) The Sociology of the Home, College and Work.

Further details can be obtained from the course tutor.

Library Assistant's Certificate: City and Guilds 737

Course Supervisor R F Gibbs ALA

This is a three-term course, running from January to December; attendance is required for one day weekly. It is intended to provide a basic qualification for people employed by libraries and information bureaux in a non-professional capacity who do not aim at professional status. The scheme is **not** intended to provide an alternative method of entry to the examinations of the Library Association. Further information may be obtained from the College Librarian.

Technical Communication Techniques, City and Guilds 536

Course Supervisor L R Robling BA(Wales)

This course has been planned for those whose jobs contain a need for the exercise of communicating skills, eg technicians, technologists, engineers, technical journalists and others employed in industry, commerce, research and government service. It is of value to all who have occasion to exchange information by way of modern visual and aural media. Attendance is on a part-time evening basis for 30 weeks.

Technical Authorship City and Guilds 536

Students progressing from the Technical Communication Techniques course to Technical Authorship will either be aspiring authors or already engaged in work of this nature. Possession of the Technical Authorship Certificate signifies that the holder has reached a recognised standard in the skills and techniques involved in technical authorship. This is a part-time course involving day release with some evening study in addition.

Liberal Studies for Prison Officers

Course Supervisor D P Whitehouse BA(Lond)

This is a day-release course, arranged at the request of the Home Office to offer serving Prison Officers in the area studies in psychology, sociology and communications. Normally a course lasts 24 weeks and caters for not more than 20 students at one time.

5 General Studies Servicing

Organiser D P Whitehouse BA(Lond)

Studies Supervisors

Craft Studies
Technician Studies
English
Foreign Languages

R Laming BA(Oxon)
N J Larkins BA(Lond)
L R Robling BA(Wales)
D L Frampton BA(Southampton)

DEPARTMENT OF GENERAL STUDIES

Departmental Supervisors

Business Studies

Construction

Electrical Engineering

Health, Home and Fashion

Hotel Keeping and Catering

Marine Engineering

Mathematics and Science

Mechanical Engineering

T O Taussik BA(Clark USA)
MA(Leics)

H H Davies BSc(Nottingham)

N L Larkins BA(Lond)

B J Austin-Ward BA MPhil(Lond)

T D Ibbotson BA(Wales)

R A W Stevens MA(Oxon)

M R Bertenshaw BA(Leeds)

C Hughes BSc(Wales)

Faculty of Social Studies

Department of Management Studies

Head of Faculty and Head of Department B J Davenport MA(Manc) AMBIM

Telephone Cosham 70351 Extn 206

Department of Management Studies

Head of Department B J Davenport MA(Manc) AMBIM

Deputy Head P E K King-Scott CEng MIProdE MIWM AMBIM

Lecturers

R Walsh ACWA AMBIM
 C W Armstrong MITO AIWSP AMIISO
 E J Coulthard BSc(Dunelm) CEng FIMechE AMBIM
 Mrs P M Geddes Taylor DipSocSt AMIPM AMBIM
 A Gosling FIWSP AMBIM MOMS
 I H Jenkins BSc MInstP CEng MIERE DMS MIWM GradBIM FID
 P B Martell MISM MIWM MOMS AMBIM
 G A Negus FCA(Aust) FSA ACIS
 E G Parker AMBIM
 R W Parrott AMBIM AMISB AMISM
 Miss M B Sell BA MIPM

B M Greenaway BA(Bristol)
 D H Hoyle MIWM AMBIM AssocITO
 R E Ranshaw MISM MIWM AMBIM GradIPM

Department of Management Studies

Head of Department B J Davenport MA AMBIM

Deputy Head P E K King-Scott CEng MIProdE MIWM AMBIM

1 Management Accounting, Personnel, Shop Steward and Business Appreciation courses

Courses Supervisor R Walsh ACWA AMBIM

Course Tutor G A Negus FCA(Aust) FASA ACIS

This is a six-months' full-time course dealing with the techniques of management accounting and is designed to enable the accountant to present information to management in the most satisfactory form. In addition it will broaden his understanding of management and thus enable him to improve his contribution within the executive function.

Entry to the Course

Open to practising accountants and others in the financial field. Overseas students will find the course of particular value.

Course Tutor G A Negus FCA(Aust) FASA ACIS

The course gives a basic appreciation of management accounting techniques. Attendance is required for one half day per week for ten weeks.

Entry to the Course

Open to practising accountants and others in the financial field.

Course Tutor Mrs P M Geddes Taylor DipSocSt AMPIM

The course is designed to prepare students for the examinations of the Institute which are held in May of each year, three subjects are studied in each of two years. Attendance is required for one afternoon and one evening per week. There is a compulsory week end residential conference in each of the two years of study.

Entry to the Course

The minimum educational standard is GCE in five subjects, of which two must be at Advanced level or equivalent. Exceptionally, those without these qualifications will be accepted if they have personnel department experience in the British Isles. Students in this latter category must obtain written acceptance from the Institute and present this evidence when enrolling.

Course Tutor R Walsh ACWA AMBIM

This is a six-weeks' full-time course designed to give an appreciation of business to officers and senior non-commissioned officers retiring from

Management Accounting (Full time)

Management Accounting (Part-time day)

Institute of Personnel Management

Business Appreciation

the armed forces. It is also open to those in the public services who are changing their careers.

Entry to the Course

Applications must be through Service or equivalent channels. The course is sponsored by the Department of Employment. In cases where all the places are not taken up the College may, exceptionally, accept students from other sources. Six courses are offered in each academic year.

Shop Stewards

Course Tutor D H Hoyle MIWM AMBIM

By arrangement with the Regional Education Officer of the Trades Union Congress, the College offers a ten-day preliminary and a six-day advanced course for shop stewards. Special short courses may be arranged on request in such subjects as Finance, Productivity Bargaining and Work Study.

Entry to the Course

Open to shop stewards who are jointly sponsored by their employers and trade unions.

2 Productivity Techniques and Instructor Training Courses

Courses Supervisor A Gosling FIWSP AMBIM

Institute of Work Study Practitioners Graduate Examinations

Course Tutors Year I	R E Ranshaw MISM AMBIM
Year II	D H Hoyle MIWM AMBIM
Year III	A Gosling FIWSP AMBIM

The course is primarily for those engaged in Work Study who wish to obtain a professional qualification. The syllabus is covered in three years and attendance is required on one day or two evenings per week. The course includes a project and a practical exercise in Work Measurement, both of which are obligatory.

Entry to the Course

Candidates for the Graduate examinations must:

- Be Student Members of the Institute.
- Hold GCE Ordinary levels or equivalent in Mathematics and English plus one other subject.
- Be over the age of 21 years when sitting Part III.

Institute of Work Study Practitioners Technician Certificate

Course Tutor R E Ranshaw MISM AMBIM

This is a one-year course intended for those engaged in Work Study but who do not wish to undertake the full three years' course. Attendance is required on one day or two evenings per week. It should be noted that this course is identical to the first year of the three years' graduate course above.

Entry to the Course

An adequate command of written and spoken English together with basic mathematics is essential. Industrial or similar experience desirable.

Institute of Work Study Practitioners Technician Certificate (Six Weeks)

Course Tutor A Gosling FIWSP AMBIM

This course has the same content and examinations as the part-time day course above but is completed in six weeks of full-time study.

Entry to the Course

As above.

Note

College examinations in work study are accepted as exempting qualifications by the Institute of Work Study Practitioners.

City and Guilds of London Institute Work Study No 742

Course Tutor R E Ranshaw MISM AMBIM

This course is intended for those engaged in Work Study or those who wish to enter the field. Attendance is required on one day or two evenings per week for one year.

Entry to the Course

As for the IWSP Technician Certificate but additionally candidates for examination must be over the age of 23 on 1st March in the year of examination.

Time Study Rating Checks

Course Tutors A Gosling and R E Ranshaw

These courses are of one day duration and are designed to provide facilities for local firms whereby the rating performance of Time Study Officers can be checked against consistent standards.

Entry to the Course

Applicants are employer sponsored.

Instructor Training

Course Tutor A Gosling FIWSP AMBIM

Special two-week courses are arranged according to demand, to train instructors in the techniques of instruction. The syllabus is varied to suit the specific needs of employers or groups of employers but will include job description and analysis, preparation for and basic methods of instruction, together with instructing practice.

Entry to the Course

By employer selection and sponsorship, or by the appropriate ITB selection and sponsoring procedures.

3 Works Management, Production Control and Communication courses

Courses Supervisor I H Jenkins BScHons CEng MIWM

Certificate in Works Management of the Institution of Works Managers

Course Tutor E J Coulthard BScEng CEng AMBIM

The course is intended for those wishing to follow a career in Works Management or who aspire to senior departmental posts in manufacturing industry. Success in the examinations gives Graduate Membership of the Institution. The syllabus is covered in two years by attendance on one day or two evenings per week.

Entry to the Course

Not less than 21 years of age at the start of the course AND acquiring or have acquired adequate industrial experience AND hold ONC or its equivalent, or the NEBSS Certificate or a City and Guilds Full Technological Certificate or show evidence of successful completion of an appropriate course of study.

Candidates over 27 years of age and not holding these qualifications must have four years industrial experience AND be holding a post of managerial responsibility.

College Diploma in Production Control**Course Tutor** R W Parrott AMBIM AMISB AMISM

This is a course designed for practising production controllers and for those aiming at such a post. The usual specialist subjects are studied together with those dealing with related functions. A portion of the course is devoted to computerised production control.

Entry to the Course

Adequate standards of numeracy are required together with evidence of suitable general and/or management education. Industrial experience will normally be required.

Communication**Course Tutor** I H Jenkins BScHons CEng MIERE

The course is intended for those in industry and commerce who wish to extend their understanding of communications in business and to improve their ability to communicate. The syllabus includes public speaking, reading efficiency, conduct of meetings and report writing. Courses are held according to demand and require attendance for one evening per week for ten weeks. Supplementary courses in rapid reading and writing techniques may be offered subject to demand.

Entry to the Course

Open, subject to an adequate standard of English.

Preparation for Release from the Armed Forces**Course Tutor** I H Jenkins BScHons CEng MIERE

Two such courses are available, of one and two days' duration respectively. There are 12 to 14 one-day courses each year. Two-day courses are offered according to demand. Both courses are designed for those who will shortly be leaving the armed forces and taking up civilian employment and who wish for an opportunity to examine some of the initial problems involved in gaining posts.

Entry to the Course

Open, but applications must be made through service channels.

4 Supervisory, Marketing and Storekeeping courses**Courses Supervisor** P B Martell MIWM MISM AMBIM**Course Tutor** D H Hoyle MIWM AMBIM

The College holds the status of Approved College, granted by the Board. This allows the College to develop, in consultation with local industry, courses designed to meet the needs of a wide variety of concerns. It also conducts its own examinations for the award, by the Board, of the Certificate in Supervisory Studies.

Courses are currently offered for supervisors in general manufacture, construction, clothing and office work. The course for clothing industry supervisors is intended primarily but not exclusively for women supervisors.

Attendance is required for one day per week. There are two written papers and an oral examination. During the course each student is required, with tutorial assistance, to undertake a special project. There are two residual week-end conferences included in the course and attendance on these is obligatory.

Entry to the Course

Subject to acceptable standards of English and industrial/commercial experience. Applicants should preferably be employer sponsored.

Course Tutors P B Martell and D H Hoyle

This is a six-weeks' full-time course which is similar in content to the Part-time day course (general manufacture) but which is specifically designed for senior technical non-commissioned officers of the armed forces retiring from the service.

Entry to the Course

Applications through Service channels only. The course is sponsored by the Ministry of Defence where applications are initially judged. Final acceptance is by the College. Six courses are offered in each academic year.

Course Tutor P B Martell MIWM MISM AMBIM

This course is designed for the successful Certificate student and provides a logical progression of study. The course is similar in structure to the Certificate course but the formal examinations are replaced by an interview with a panel of assessors. The specialised technique subject will normally be Work Study.

Entry to the Course

Applicants must hold the NEBSS Certificate.

Course Tutor B M Greenaway BA

The course is designed for those who are members of a field sales force or who are engaged in sales administration, market research or an allied activity. The first two years of study require attendance on one evening

Certificate of the National Examinations Board in Supervisory Studies (Part-time Day)**Certificate of the National Examinations Board in Supervisory Studies (Full Time)****Advanced Certificate of the National Examinations Board in Supervisory Management****Diploma in Marketing of the Institute of Marketing**

per week. The third year is offered by Portsmouth Polytechnic where detailed information may be obtained.

Entry to the Course

Students should hold either four GCE Ordinary level passes on entry or be over the age of 25 and sponsored by their employers.

Certificate in Storekeeping of the Institute of Purchasing and Supply

Course Tutor B M Greenaway BA

The course gives an understanding of the functions and procedures of a stores department and trains storekeeping staff in their duties. Attendance is required on two evenings per week for one year. Success gives candidates their Certificate and their names are inscribed on the Institute's Register of Certificated Storekeepers.

Entry to the Course

Open to those engaged in stores, stock control, stores accounting or any associated function. A reasonable standard of English is required.

Management Appraisal Courses and Seminars

Management Studies – Notes

Various other courses in the management field are offered from time to time and according to demand. Where there is a general demand courses are offered and publicised in the press and by direct mail. Where the demand is specific and arises from one employer or group of employers the course is structured in consultation with the sponsors. The following is a list of typical course subjects which might be provided under this heading.

- (a) Standard costing and budgetary control.
- (b) Value analysis.
- (c) Work Study.
- (d) Job evaluation.
- (e) Management accounting – introductory.
- (f) Ergonomics.
- (g) Productivity bargaining.
- (h) Critical path method.
- (i) Activity sampling.
- (j) Planned maintenance.
- (k) Cybernetics.
- (l) Computers in business.

Organisations and individuals requiring more information about courses or the services offered by the Department are invited to communicate with the Head of Department.

Student Enrolment

- 1 Those wishing to enrol for courses in September are advised that a reservation system is operated enabling prospective students to reserve places during the previous academic year. Forms may be obtained from the Department. It should be noted that places are reserved on the understanding that enrolment in person is required for confirmation. Reserved places are not held beyond the second day of part-time day and evening enrolment.
- 2 Students who will be taking the qualifying courses for professional bodies are advised :
 - (a) To obtain full details of examination requirements and syllabus directly from the Institution and,

- (b) To register directly with the Institution as Student Members.
- (c) That applications to enter the examinations must be made by them to the Institution.
- 3 Where students are sponsored by their employers delays will be avoided if written evidence of such sponsorship is returned with reservation forms or alternatively brought at enrolment time.

Department of Construction

Head of Department E Hewitt CEng MStructE MWeldI AIOB

Telephone Cosham 70351 Extn 234

Department of Construction

Head of Department E Hewitt CEng MStructE MWeldI AIOB

Deputy Head M D Harper CEng MStructE MASCE

Senior Lecturers C Geeson Dipl Arch ARIBA AIAA FRSH
G A Wills ARICS

Lecturers J B Austin CEng MICE
C F Backshall CGLI
R H Barnwell FIPHE ARSH
J H Canham CGLI
W Carter FRSH FAPHI
P B Cullimore AIOB ACSI
J Drake HNC CGLI
E Hankin AIOB
L H Hayward FRSH MAPHI
C J Lloyd MIP ARSH
A C M Ricketts BSc(Civil)
E Solomon BSc(Lond) FRMetS

B R Barrell CGLI
R Clowes CGLI
C E Curling MIMWoodT CGLI
T Donoghue CGLI
R Dunn HNC CGLI
J Enticknap CGLI
J E H Guyton CGLI
C Halliday LIOB HNC CGLI
D L Hawkins CGLI
K D Howes CGLI
D C J Lewis CGLI
D Parsons HNC
T W Powell HNC CGLI
R S Stunt MIMWoodT CGLI
G C H Weir HNC CGLI
P J Wooldridge HNC ABICC ACSI CGLI

Assistant Lecturers R A James CGLI
C A Rayner CGLI

Department of Construction

Head of Department E Hewitt CEng MStructE MWeldI AIOB

Full-time and Sandwich Courses

Supervisor of Courses M D Harper CEng MStructE MASCE

Ordinary National Diploma in Construction

Course Tutor C Geeson ARIBA AIAA FRSH

A two-year full-time course providing a comprehensive basic education in Construction. On satisfactory completion of the diploma suitable candidates may enter degree courses in Civil Engineering, Structural Engineering, Architecture, Surveying and Building at Universities and Polytechnics. Alternatively, holders may enter Higher Diploma or Certificate courses in Civil Engineering or Construction.

Entry Qualifications

- (1) Hold a General Certificate of Education with four subjects at 'O' level (or CSE Grade 1) including Mathematics, an appropriate Science, and a subject involving the use of English, or
- (2) Appropriate credit passes in the general course in construction.

Further particulars and forms of application may be obtained from the Department Secretary.

GCE Advanced Level

Course Tutor E J Solomon BSc FRMetS

This two-year course is meant primarily for students who are aiming at degree or diploma courses, training college, or professional examinations:

Building Construction
Surveying

Public Health Inspectors' Diploma

Course Tutor L H Hayward MAPHI

A three-year course leading to the Diploma of the Public Health Inspectors Education Board. Entrants must be employed by a Local Authority or some other body approved by the Board as being suitable for the training of Public Health Inspectors.

Entry Qualifications

- (1) Five GCE 'O' level passes including English Language, a Mathematical subject and two Science subjects, or
 - (2) An ONC in Construction or certain like qualifications.
- Students spend six months of each year in College and six months undergoing practical training with their employer.

Part-time Day Technician Courses**Supervisor of Courses** G A Wills ARICS**Institute of Building****Course Tutor** P Cullimore AIOB ACSI

Courses are held leading to the Licentiate, Final Part I and Final Part II examinations of the Institute of Building.

Incorporated Association of Architects and Surveyors**Course Tutor** C Geeson DiplArch ARIBA AIAA FRSH

Courses are available leading to Part II Building Surveyors section examinations of the IAAS. Students must have obtained a Higher National Certificate in Building or have passed or be exempted from Part I IAAS.

Higher National Certificate in Building**Course Tutors** G A Wills ARICS, C Geeson DiplArch ARIBA AIAA FRSH

This certificate is awarded by the Department of Education and Science in conjunction with the College and in co-operation with the National Joint Committee representing the following bodies: Royal Institution of Chartered Surveyors, Royal Institute of British Architects, Institute of Building Institution of Structural Engineers, Institution of Civil Engineers, and the National Joint Council for the Building Industry. Entrants must hold a National Certificate or Diploma in Construction. The course is suitable for those proceeding to IOB examinations or for intending Building, Architectural, Quantity Surveying or Structural Engineering Technicians.

The course is of two years' duration.

Supplementary Studies

Building Technology
Building Law
Building Regulations
Economics of Industry
Estimating
Services and Equipment in Buildings
Structural Design and Detailing
Principles and Control of Town Planning

Ordinary National Certificate in Construction**Course Tutor** M D Harper CEng MStructE MASCE**Entry Qualifications**

- (1) Hold a General Certificate of Education with four subjects at 'O' level (or CSE Grade 1) including Mathematics, appropriate Science, and a subject involving the use of English, or
- (2) Appropriate Credit passes in the General Course in Construction.

The course is of two years' duration.

General Construction Course*City and Guilds Course No 625***Course Tutor** E J Solomon BSc FRMetS

The purpose of this course is to determine whether students shall proceed to the Ordinary National Certificate course or to the course for Construction Technicians. Students who have not obtained appropriate 'O' level passes in the GCE Examination will normally be placed in this course.

Construction Technicians' Course*City and Guilds Course No 626***Course Tutor** E Hankin AIOB

This is a four-year course designed to meet the needs of the Construction Industry for technical staff on the site and in the office.

Plumbing Technicians' Course*City and Guilds Course No 631***Course Tutor** C J Lloyd MIP

This is a four-year course designed to meet the needs of the Plumbing Industry for technical staff on the site and in the office.

Gas Utilisation*City and Guilds Course No 670***Course Tutor** C F Backshall CGLI

This is a two-year course leading to the Intermediate and Final Certificates and is suitable for those wishing to proceed from the Gas Fitting Course.

Part-time Day and Block Release Craft Courses**Supervisor of Courses** C J Lloyd MIP**Carpentry and Joinery***City and Guilds Course No 605***Course Tutor** J H Canham CGLI

This is a four-year day-release course leading to the Craft and Advanced Craft Certificates.

Machine Woodworking*City and Guilds Course No 606***Course Tutor** R S Stunt MIMWoodT

This is a four-year day-release course leading to the Craft and Advanced Craft Certificates.

Furniture Crafts*City and Guilds Course No 555***Course Tutor** J H Canham CGLI

This is a three-year day-release course leading to the Furniture Craft Certificate.

Trowel Trades*City and Guilds Course No 608 Brickwork**City and Guilds Course No 610 Plasterers' Work***Course Tutor** J Drake HNC

This is a four-year day-release course leading to the Craft and Advanced Craft Certificates.

Plumbers' Work*City and Guilds Course No 617***Course Tutor** C J Lloyd MIP

This is a four-year day-release course leading to the Craft and Advanced Craft Certificates.

Gas Fitting*City and Guilds Course No 660***Course Tutor** C F Backshall CGLI

This is a three-year block-release course incorporating Industrial Training and leading to the Intermediate and Final Certificates.

**Full
Technological
Certificate in
Building Crafts**
*City and Guilds Course Nos 624 and 621***Course Tutor** J H Canham CGLI

This is a certificate designed for the Craft student who holds :

- (1) An Advanced Craft Certificate under the new regulations of the City and Guilds of London Institute, or
- (2) A Final Certificate under the old regulations of the City and Guilds of London Institute.

It can lead (after a further year's study) to direct entry into the Higher National Certificate course.

Saw Doctors' Course**Course Tutor** R S Stunt MIMWoodT

This is a three-year block-release course leading to a College Certificate and is designed for the training of Saw Doctors.

Evening only Courses

The following courses are offered subject to a minimum enrolment of ten students :

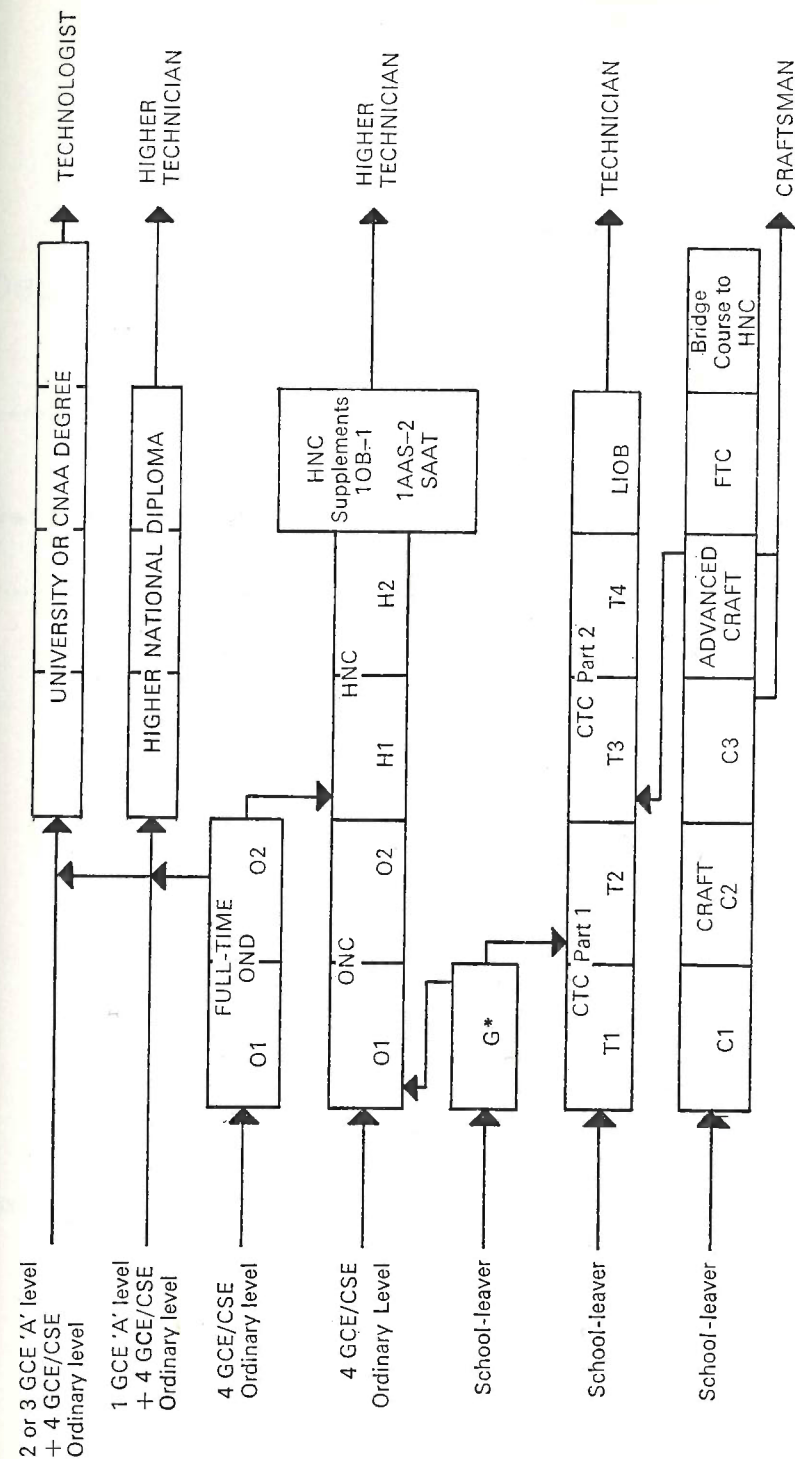
Institution of Heating and Ventilating Engineers Final Supplementary Studies for Plumbers' Work, City and Guilds Course No 617

Brickwork City and Guilds Course No 608

Concrete Practice City and Guilds Course No 580

Concrete Technology City and Guilds Course No 629

Formwork for Concrete Construction City and Guilds Course No 607



Department of Health, Home and Fashion

Head of Department Miss B G Johnson

Telephone Cosham 70351 Extn 237

Department of Health, Home and Fashion

Head of Department Miss B G Johnson

Senior Lecturers

Miss G M Gammon FHCIMA
Mrs J R Spencer

Lecturers

Mrs P E Austin
A L V Hodge CGLI
Mrs J M Peek BSc(Lond)

Mrs E I Bampton SRN SCM HV MIHE
Mrs M J Cox SRN
Mrs M Elkington CGLI
Mrs M Goer CGLI
Miss S J Hayes
Mrs V Linnett CGLI
A Norton CGLI
Mrs E Paton CGLI
Miss M C Skilling SRN RSCN SCM MRSH Sister Tutors
Diploma(Lond)
Miss S Tempia
J Young SRN RMN ONC MRSH MIHE

Assistant Lecturer

Mrs R Robinson

Department of Health, Home and Fashion

Head of Department Miss B G Johnson

Full-time Courses

Air Hostesses Preparatory Course

The course has been planned in consultation with Air Lines and Shipping Companies and is designed to meet the requirements of girls or boys wishing to take up work as Hostesses or Stewards with Air or Shipping Lines.

The course will run for one or two years depending upon age of entry and qualifications held.

The course includes English, French and/or German, Typing, etc, Child Care, First Aid, Service of Food and Wine and Cookery. Entry qualifications – good standard of education and at least 16 years of age.

Dental Surgery Assistants Course

Course Supervisor J Young SRN RMN ONC MRSH MIHE

A one-year course for those of 16 years of age, or over, who wish to train as Dental Surgery Assistants. Applicants should have a good general standard of Education.

The course includes English, Anatomy and Physiology, elementary Pathology and Bacteriology, Orthodontics, Oral Hygiene, the use of drugs, materials and equipment used in Dentistry, care of the patient, reception duties, and record keeping, etc.

Students are prepared for the Dental Surgery Assistants National Certificate. Those who wish to proceed to further study to qualify as dental auxiliaries or hygienists are encouraged to do so.

Domestic Science Courses

Courses Supervisor Mrs E Paton CGLI

This one-year course is provided for girls of 16 years of age or over, who have a good standard of education.

Preliminary

The course includes Cookery, Dressmaking, Needlework, Housecraft, English and Household Science.

The course offers a valuable preliminary preparation for a number of careers, such as Teacher Training, Institutional Management and Home Economics.

Students are prepared for the GCE at 'O' level.

Advanced

This one-year course is provided for girls with a good general education to GCE standard, with a pass in Cookery or Needlework, English and a Science subject.

The course includes English, Household Science, Speech, Needlework, Cookery, Home Planning and Management, Health and Safety in the Home.

Students are prepared for the GCE in Home Economics, Food and Nutrition and/or Home Economics, Dress and Fabrics at 'A' level.

Course for Certificate in Home Economics**Course Supervisor** Miss S J Hayes

A two-year course for those who wish to make a career as Home Economists in Industry (with home-appliance, food or textile firms) or in advertising, journalism, or with the nationalised Fuel Boards. The course will include: Cookery and Nutrition; Home Management; Household Science; Social Studies; Office Administration; Needlework and Soft Furnishing; Home Finance and Business Studies; Display; Community Services; Houses and Housing. Students gain industrial experience with manufacturers, Fuel Boards, etc. Entry requirements - 4 GCE 'O' levels, including English Language, or English Literature or History. Students are prepared for NCHEE Science and Housecraft; Fuel and Power; and NCHEE Certificate in Home Economics.

Ladies' and Men's Hairdressing Course (City and Guilds Certificate)**Course Supervisor** A L V Hodge CGLI

A two-year full-time course for boys and girls who have had a good general education and who wish to make a career in Ladies' and Men's Hairdressing. English, Art and Science at 'O' level are desirable entry qualifications. Age on entry 16 plus. The course gives a broad general training and students are prepared for the City and Guilds craft certificate and the Hairdressing Council Technical Committee's Preliminary and Qualifying examinations. Students who complete the course satisfactorily will be deemed to have completed a three-year apprenticeship.

Hospital Entrants Course**Course Supervisor** Mrs M J Cox SRN

This two-year course is for boys and girls who have completed the five-year secondary school course to the standard of GCE 'O' level, or CSE. It is designed to introduce students to the career opportunities within the Hospital and Welfare Services and to provide the necessary educational requirements for entry into their chosen field of work. Practical experience in Hospitals and in Community Care placements are an essential part of the course. The course includes: Science Studies; Human Biology; English; Social and Economic History and Cookery. Students are prepared for the examinations of the GCE 'O' level in these subjects. Cookery may be taken at GCE 'A' level.

Medical Secretaries Diploma**Course Supervisor** Mrs E I Bampton SRN SCM HV MIHE

A one-year full-time course for those with four GCE passes at 'O' level who have successfully completed the General Secretarial Course offered from Business Studies Department, or who have equivalent qualifications and wish to practice secretarial skills within a medico social environment. The course includes the study of the Social Services, the National Health Service, Medical Science and Medical Office Practice. Work within the Public Health Service, Family Doctor Service and within the Hospital Service is available to those who successfully complete the course. Students are prepared for the Diploma of the Association of Medical Secretaries.

Nursery Nurses Examination Board Certificate (Mature Students)**Course Supervisor** Miss M C Skilling SRN RSCN SCM MRSH Sister Tutors Diploma(Lond)

Application has been made to the NNEB for approval to commence this course in September 1972.

It is a full-time course for mature women who are interested in working with children in day and residential nurseries, play-groups and nursery schools.

The course will include Child Care and Development, Drama/Music, Woodwork, English, Creative Embroidery and Nature Study. As a compulsory part of the course experience will be given in nurseries and infant schools according to the students' requirements.

Day Release Courses**Child Care****Course Supervisor** Miss G M Gammon FHCIMA

A one-year-in-Service course intended for men and women already employed in Child Care work. Students attend College for one day per week. Students who complete the course are eligible to receive the Council's National Certificate of Attendance at an Approved In-Service Study Course.

Hairdressing**Course Supervisor** A L V Hodge CGLI

A three-year course for apprentices who attend one day each week. The course gives a general training leading to CGLI craft certificate and Hairdressing Council Technical Committee examinations (intended to supplement apprenticeship training). The course commences annually in September, but provision will be made also for first-year students to commence in January.

Health Education Method**Course Supervisor** Mrs E I Bampton SRN SCM HV MIHE

This course is designed for professional people involved in Health Education as part of their work, who require study and practice of Teaching Methods with special reference to Health Education. Students are seconded by their employing Local Authority for one day a week during the academic year.

Part-time Courses

Part-time courses are offered to prepare students for the CGLI examinations, introduced September 1971. The subjects available at Part I are:

- Embroidery
- Fashion
- Flower Arrangement
- Food and Family
- Soft Furnishing
- Upholstery.

The subjects available at Part II are:

- Embroidery
- Family
- Fashion
- Flower Arrangement
- Food
- Soft Furnishing
- Upholstery.

The syllabuses for the new certificates are broader and more flexible than the previous ones and emphasis is placed on modern techniques. The courses are suitable for those who wish to study for their own interest, or wish to proceed to CGLI 730 Teacher's Certificate Course. Students who have already embarked on a course of study for the old scheme should consult their Course Supervisor, or the Head of Department.

Further Education Teachers' Certificate City and Guilds 730

Course Supervisor Mrs J R Spencer

The course is intended for part-time teachers in Further Education and for those wishing to take up part-time teaching. It is also suitable for full-time teachers who have been unable to undertake full-time training and for those whose employment involves them in teaching or training. It provides a means whereby those who have the necessary technical knowledge of their subject may acquire a knowledge of the principles and practice of teaching.

Attendance is required one-and-a-half-days per week for one year. The course includes Principles and Methods of Teaching, Lesson Observation and supervised Teaching Practice.

City and Guilds Course for Hairdressers

Courses Supervisor A L V Hodge CGLI

A one-year course intended for those with a minimum of four years experience who missed the opportunity of taking Ladies' or Men's hairdressing examinations. Students attend two evenings a week – the course is intended to be one of theory.

Advanced Hairdressing

This two-year part-time course is intended for those who have obtained the CGLI Craft Certificate and some salon experience. Students are prepared for the CGLI Advanced Hairdressing Examination.

Men's Styling

Course Supervisor A Norton CGLI

The class will meet for one evening each week during the Autumn and Spring Term. It is suitable for those employed in Men's Hairdressing, or for those employed in Ladies Hairdressing who wish to learn Men's Styling. Students must be qualified hairdressers.

Dental Surgery Assistants

Course Supervisor J Young SRN RMN ONC MRSH MIHE

This course is for practising Dental Surgery Assistants who wish to obtain the Dental Surgery Assistants National Certificate. Students are required to attend for one evening per week. The course includes the study of basic Anatomy, Physiology, Pathology and Bacteriology, together with Dental Surgery practice, etc.

Dental Surgery Assistants Year 2

Course Supervisor J Young SRN RMN ONC MRSH MIHE

This course is for Dental Surgery Assistants who have completed the full-time course. Students are required to attend one evening per week. The course will include Revision of Anatomy, Pathology, Bacteriology, Dental Surgery Practice and Dental Health Education. Students are prepared for the Dental Surgery Assistants Examination which is taken at the end of the course.

Dental Surgery Assistants Refresher

Course Supervisor J Young SRN RMN ONC MRSH MIHE

This course is intended for practising Dental Surgery Assistants who have the National Certificate or have at least two years' experience in dental practice.

The course will consist mainly of Basic Anatomy and Physiology, Bacteriology, Pathology, Pharmacology, Discussions in patient care and Health Education relating to dentistry.

The course will be one evening each week during the Autumn and Spring Terms.

Medical Receptionist's Certificate Course

Course Supervisor Mrs E I Bampton SRN SCM HV MIHE

A part-time two-year course which prepares students for the examination for the Association of Medical Secretaries, Medical Receptionists' Certificate.

The syllabus includes a study of Receptionist's Duties, the Health Services, Medical Clerical Duties, Medical Terminology, English and Typewriting. Students should have a good educational background and have attained the age of twenty-one years or have four or more years' experience as Medical Receptionists.

Food, Fashion, Grooming

Course Supervisor Mrs P E Austin

A one-year course requiring attendance on one afternoon or evening per week. Lecture/demonstrations will be given on various aspects of cookery, diets, home planning and decoration, design, fashion, grooming – to include make-up, manicure and hair styling, and consumer education. The course does not follow an examination syllabus but is suitable for those who wish to study for interest, or for those who require an introductory course before proceeding to the CGLI craft examinations.

Hostess Cookery

A year's course of one afternoon, or evening, each week covering various aspects of entertaining, including preparation, cooking and service of meals for special occasions, wines, table appointments, flowers, menu planning and costing.

Manicure Certificate

This is a part-time course offered one evening a week for two hours and leads to a National qualification. It will include practical and theory of manicuring and hand care.

The course is intended for those interested in the care of the hands and of particular value to hairdressers and those selling beauty preparations for the hand.

Pattern Cutting (Beginners)

Course Supervisor Mrs M Goer CGLI

A one-year course requiring attendance on one half-day or evening per week. No previous experience is necessary, but a sound knowledge of making up garments from commercial patterns is essential.

(Advanced)

A one-year course requiring attendance on one evening per week. Only students who have attended the beginners class, or qualified Needlework teachers, or those who hold a CGLI certificate in Needlework, Dress or Tailoring will be admitted to this course. The course is designed to develop the skills of pattern cutting and will be strongly influenced by modern Couture work.

Short Courses**Cookery Demonstrations Term 1 (9 weeks)****Course Supervisor** Miss G M Gammon FHCIMA

Meat, poultry and vegetables. A series of demonstrations giving advice on purchase, preparation, cooking of meat and poultry to include both traditional and new recipes. Some less common methods of cooking vegetables will also be demonstrated.

Term 2 (9 weeks)

Savoury and fish cookery. The demonstrations will introduce some new dishes as well as include the cooking and preparation of all types of fish, including shell fish.

Term 3 (9 weeks)

Yeast cookery, sweets, cakes and pastries. Demonstrations of some special dishes of interest to most people and particularly those who wish to entertain.

Cookery for Primary/Junior School Teachers**Course Supervisor** Mrs J R Spencer

A six-week course will be held in the Autumn and Spring Terms for those teachers who are including Cookery as an activity in their teaching. The classes will be from 4.30 to 6.30 p.m. Further details are available from the Departmental Secretary. Application for admission to the Course should be made to Assistant Education Officer (Primary) at the Education Office (Portsmouth).

Home Freezing**Course Supervisor** Mrs J R Spencer

Short courses of six weeks' duration are being offered to provide for the growing demand for information on this subject. The course will include demonstrations and practical work together with lectures on buying freezers, suitable foods for freezing, bulk buying, packaging, etc.

Microwave Cookery

This is a short course for those who wish to keep abreast of modern trends and techniques in cookery – this would form a natural follow-on from the Freezer Course.

Hairdressing Management**Course Supervisor** A Norton CGLI

A short course suitable for salon owners or managers. Subjects included are stock control, costing, personal relationships, staff control, the Hairdressing trade and the law.

Needlecrafts**Course Supervisor** Mrs M Goer CGLI**Fun Furs**

Twelve-week course commencing September 1972 with students attending one whole day per week. Entry to this course will be restricted to those who have either successfully followed a pattern cutting course at the College, or hold a CGLI qualification in Needlework, Dress or Tailoring.

Instruction will be given on cutting various types of fur and their use.

During the course students will be able to :

- (a) Trim a leather or fabric coat with natural fur, or
- (b) Make a simulation fur, or
- (c) Make a coat using natural fur and leather.

Leather Garment Making

Twelve-week course commencing January 1973 with students attending one whole day per week.

The entry qualifications to this course are the same as those for the Fun Furs.

Instruction will be given on purchase of skins, adaptation of commercial patterns and drafting patterns for leather work, choice and use of tools, processes applicable to construction of leather garments. Students will be expected to make a garment from leather during the course.

Swim Suits and Beach Wear

Ten-week course commencing April 1973 with students attending one day per week.

A good basic knowledge of pattern cutting and dressmaking is strongly recommended for students wishing to follow this course, though commercial patterns may be used. The course includes instruction on how to design and make fashionable beach wear at minimum cost.

Course Supervisor Mrs E I Bampton SRN SCM HV MIHE

This is a course of six weekly meetings designed for parents and other interested people to consider a range of controversial subjects which are particularly relevant to the welfare of young people.

The subjects will be introduced by lecturers who are authorities in their own fields.

The lectures will be on Thursday evenings during the Spring Term.

Lecture/ Discussions in Health and Social Problems**Refresher Course in Ladies' Hairdressing**

This course will run for one day a week during the Autumn and Spring terms from 9.30 to 4.00 p.m.

In the first term the subjects covered will be Practical Hairdressing, Boardwork, Science and Art.

In the second term studies will consist of Practical Hairdressing only, with emphasis on Styling and Modern Techniques.

The course is intended for those with qualifications and who wish to bring their knowledge up to date before returning to the Industry.

Short Courses for Master Hairdressers and Salon Managers**Course Supervisor** A Norton CGLI

A series of lecture/demonstrations on some aspects of Hairdressing to interest skilled and experienced hairdressers. (New techniques and competition work.)

Visiting lecturers who are recognised experts in the various fields will be invited to give the lectures.

Department of Hotel Keeping and Catering

Head of Department A E Simms FHCIMA Maitrise Culinaire FRSH

This Department is housed mainly at Anglesea Road, Portsmouth
Telephone Portsmouth 23825 or 24940

Department of Hotel Keeping and Catering

Head of Department A E Simms FHCIMA Maitrise Culinaire FRSH

Senior Lecturers W A Land FHCIMA
A L G Nice FHCIMA, Cordon Culinaire CGLI
E S Woolley BSc(Econ) Belfast

Lecturers J E Aellen, MHCIMA ACF
F C Burgess ACF CGLI
A Cave FHCIMA CGLI
Mrs E Godfrey Lib CGLI
H C Goodman-Jones MHCIMA
G J Hall ACF CGLI
F W Hudson AMIP CGLI
G A Liengme Cordon Culinaire CGLI
R D Norman ACT(Batt) MHCIMA
S W Parker MHCIMA ACF CGLI
B F Reynolds FHCIMA MRSH
E G Scott AMBIM CGLI
R E Summers MHCIMA MRSH CGLI
L Watkinson MHCI CGLI

E Burnett MHCIMA ACF CGLI
W Caldecott AMHCIMA ULTD
M Davenport CGLI
P Davenport CGLI
R E Drost CGLI
J A Eyles DipHotel Management
A E Garrett BA(Michigan, USA)
D R Humphries CGLI
A R Humphrey CGLI
Miss J C Mullin MHCIMA
A D Nicoletto
S S Patiar MHCIMA MRSH CGLI
N G Phillips Nat Dip Hotelkeeping and Catg CGLI
T W Robinson DipHotel Management CGLI
A W Shott
S Strowger FHCIMA CGLI
S D Tempia ACF
F M Watts MHCIMA CGLI
A J Williamson MHCIMA ACF CGLI

Assistant Lecturer N Brida

Department of Hotel Keeping and Catering

Head of Department A E Simms FHCIMA FRSH

This Department includes part of the Anglesea Road, Portsmouth building and has large annexes at 52 and 389a Commercial Road, Portsmouth, where full-scale catering training operations are carried out. Classes are also held in the College Main Building at Dovercourt Road, Cosham. The Head of Department's offices are situated in the Anglesea Road, Portsmouth, building (Tel 23825 or 24940), which also includes a main kitchen with separate larder and pastry sections, a cookery demonstration unit and a licensed restaurant (for 60 persons), together with a first-year kitchen and hotel operations unit.

The Department is recognised as a regional Centre for Advanced Hotel and Catering tuition, and has been planned and equipped to provide training under modern professional conditions.

Full-time and Sandwich Courses

Ordinary National Diploma in Hotel and Catering Operations

The aim of this two-year course is to give a sound basic technical education to students who, following experience in the Hotel and Catering industry, aspire to positions of supervisory responsibility. It is expected that they would normally be responsible for a specific function and immediate supervision of other people.

Candidates for entry to the course must hold one of the following qualifications:

- (a) The General Certificate of Education at the Ordinary level with passes in FOUR subjects, three of which shall be chosen from English Language, English Literature, Mathematics, Sociology, Geography, History, up to two approved Science subjects, Modern Language, Classical Language or Certificate of Secondary Education Grade I passes in the above subjects.

The subjects must include a subject testing command of English.

- (b) Any qualification deemed by the National Joint Committee to be equivalent to (a).

Applications from persons shortly sitting the GCE or CSE will be considered; applicants should not wait until after receipt of their results before applying, as places in this course will be limited.

The Secretary will be pleased to forward further details of the subjects studied upon request.

Ordinary National Diploma in Institutional Housekeeping and Catering
(Previously IMA Certificate in Institutional Housekeeping and Catering)

This two-year course is designed to qualify the practical girl to take a post as a Housekeeper/Caterer, Lady Cook/Caterer in residential or other large establishments, or as a Supervisor in the School Meals Service. The Syllabus includes Domestic Organisation, Cookery and Catering, Health Education, Business Affairs and related subjects. Practical work in domestic organisation and administration is carried out at the College Hall of Residence, Gatcombe House. Candidates must be 16 on entry, or reach their sixteenth birthday during the first term of the course, and have passed the GCE 'O' level, in four subjects from a given list.

Final Membership of the Hotel and Catering Institute

Entry to the course leading to the new Final Membership is open to those who possess one of the following qualifications:

- The new Intermediate Membership examination.
- The HCI General Catering Diploma.
- Ordinary National Diploma in Hotel and Catering operations.
- CGLI No 151 Certificate *and* an old Intermediate Membership examination.
- A qualification recognised by the Hotel and Catering Institute for exemption to (a) above.

Note Course (b) is not held by this College. The new Final Membership Course will be held on a Sandwich basis, classes in the College being in the first and third terms of the Academic Year, totalling some 540 hours of instruction in the following subjects:

- Part I Provision of food and beverages.
Planning and Provision of Accommodation.
Law for the Hotel and Catering Industry.
- Part II Economic Aspects of the Hotel and Catering Industry.
Introduction to Management *and* Accounting.

Non-Examination Subjects: English and General Studies, Private Study and Tutorial.

One Year Full-time Course for Hotel Bookkeeping and Reception

This course is open to both men and women. There are no prescribed educational requirements except proficiency in English and Arithmetic. Good personal qualities and linguistic ability are normal pre-requisites and acceptance to the Course will be by personal interview. Successful candidates will be submitted for the examination in Hotel Reception No 709 of the City and Guilds of London Institute which comprises the following:

- 1st written paper, 1½ hours' duration.
- 2nd written paper, 2½ hours' duration.
- Internal assessments and a typewriting test of one hour's duration.
- A practical guest Accounting Machine test of thirty minutes.

The syllabus of the course will cover: Hotel industry, Social skills, Salesmanship, Legal requirements, Reception, Business practice, Calculations' Bookkeeping, Safety and Fire Precautions, Ancillary Duties, General Studies, French and English.

Successful candidates will be awarded the college diploma.

General Catering

The College offers the following sound training for those young persons of good Secondary education who do not qualify for entry to the National Diploma Course.

General Catering Course

City and Guilds No 705

This scheme for a one-year full-time general course in catering and related subjects has been designed to meet the needs of young people who, on leaving school, wish to enter the catering industry. It is intended to further the education and development of the students by providing a broad basis of study which will give them an introduction to the nature of openings in the industry and the skills necessary in those occupations so that each individual may be guided to an appropriate course of further training and education.

The Course includes Food Production and Service, also Accommodation Services (Business Studies, cleaning and maintenance, hygiene, safety precautions, hotel bookkeeping and reception, etc.).

Those students who obtain a credit pass in this course, with a Grade 1 or 2 level of performance in the written examination, will be eligible to enter the block release course leading to the Intermediate Membership examination of the Hotel and Catering Institute. Therefore, after completion of the City and Guilds No 705 Course, students will enter the industry, and following a period of six months' experience, can if qualified by the above paragraph, either enter a block release intermediate MHCI course or a block release course leading to City and Guilds No 706-2 (Cookery for Hotel and Catering Establishments).

Three-year College Diploma Course in Professional Cookery

The Course is open to both men and women of good general secondary education who wish to pursue a career in the professional cookery field.

- Year One Will cover the following subjects: Cookery Theory and Practice, Commodities, Technical French, Nutrition, Menu Planning, Heat and Fuels, Safety Precautions, Basic Services, Hygiene, and General Studies.
- Year Two Cookery Theory and Practice, Menu Composition, Food Values, Costing, Kitchen Organisation and Supervisory Skills, Equipment and Plant Maintenance, Hygienic Application in Kitchen Practice, Portion Control, Technical French and General Studies.
- Year Three Advanced Cookery Theory and Practice, Advanced Food Costing and Portion Control, Quality Control, Gastronomic Appreciation, Speciality Catering, Technical French, General Studies.

Successful candidates will be awarded the College Diploma.

Two-year College Diploma in Restaurant Operation

This course is open to both men and women of good general secondary education who wish to pursue a career in food and drink service leading to restaurant management. The syllabus provides for theory and practice in all aspects of Food and Beverage Service and Restaurant Operation up to an advanced standard.

- Year One Will cover: Aim of Food Service, Fields of Operation, Hygienic Handling of Food and Equipment, Past, Present and Future Trends in Food Service, Equipment, Ordering, Storing, Maintenance and Utilisation, Duties, Staff Positions and Requirements, Duty Rotas, Job Specification and Analysing.

Year Two Subjects: Advanced forms of food and beverage service, ie gueridon and flambé dishes, preparation and carving, Restaurant Operation and Organisation, Wines and Spirits, Methods of Production, Purchase, Storage and Service, Production of Cocktails and their Service. Types of service will include, restaurants, hotels, ships, airlines, banqueting, clubs, supervisory skills, work study and management techniques.

Successful candidates will be awarded the college diploma.

Part-time and Block Release Courses

The following courses are available for persons employed in Hotels or in the Catering Industry:

- (a) Possession of the GCE (or CSE Grade 1 passes) with FOUR passes at 'A' level, three of the subjects to be chosen from English Language, English Literature, Mathematics, a modern language, a classical language, geography, history, an acceptable science subject; or
- (b) A credit pass in the City and Guilds No 705 course with a Grade 1 or 2 level of performance in the Written examination.

The course comprises 720 hours of instruction spread over two years, College attendance each year being of 15 weeks (January to April). The Head of Department will be pleased to supply full details of the subjects studied.

Intermediate Membership of the Hotel and Catering Institute

Two Year Course in Kitchen Supervision

This part-time course is designed to meet the needs of those persons who desire to qualify for the City and Guilds Certificate No. 720. Applicants for this course should be in possession of the City and Guilds No 151 Certificate and/or a College Diploma or Certificate and have preferably held a supervisory position in industry. Fuller details are available upon request to the Head of Department.

Block Release Courses in Cookery

Two separate Block Release courses are available, one of the City and Guilds No 706-1 standard and one of the City and Guilds No 706-2 standard.

Each course is open to persons already engaged in the industry, comprising 430 hours of Further Education (the minimum block release content of the course).

Further details can be obtained from the Head of Department.

Block Release Courses in Food and Beverage: Service

City and Guilds No 707-1

Planned on a block release basis consisting of 240 hours:

Full time at College (weeks) 8	} Total duration of programme, 26 weeks
On-the-job planned experience (weeks) 18	

This course is designed for persons wishing to enter the food service aspect of the industry and is divided into three main parts:

- 1 Knowledge of food service and its background knowledge.
- 2 Application of knowledge through specific skills.
- 3 Further development through General Supervisory skills.

Food Service Certificate Course

The City and Guilds No 707-1 Food Service certificate will be gained by students who maintain a standard of coursework assessment and gaining a pass mark in the one-hour written examination.

Alcoholic Beverages Course

City and Guilds No 707-3

Planned on a block release basis, consisting of 120 hours.

Full time at college 4 weeks

On-the-job planned experience 8 weeks

Total duration of programme 12 weeks

This course is intended for Wine Waiters, Headwaiters and those responsible for beverage service, consisting of:

- (a) Knowledge of selling and serving wine and alcoholic beverages;
- (b) Introduction of supervisory skills.

The examination will consist of a one-hour written paper, coursework assessment and a practical test.

Further details may be obtained from the Head of Department.

Advanced Serving Techniques

City and Guilds No 707-2

Planned on a block-release basis consisting of 120 hours.

Full time at College 4 weeks

On-the-job planned experience 8 weeks

Total duration of programme 12 weeks

This course is intended for those who have completed the Food Service Certificate No 452 and have normally had a minimum of six months further experience in industry or the equivalent overall experience. It is intended to meet the needs of those who are involved in the final preparation of foods in the restaurant at a side-table or trolley and in lamp work, including flambé dishes.

The course includes:

- 1 The knowledge and skills required in a range of advanced serving techniques, including final preparation.
- 2 Introduction to the supervisor's role.
- 3 Forecasting, planning, organising, co-ordinating and controlling restaurant establishments.

The examination will consist of course work assessment and a one-hour written paper and a final practical test.

Other Courses

Wine Principles

A Certificate course in Wine Principles will be held in the Autumn. This will be of eight weeks' duration, two hours per week, and will lead to the Certificate Examination of the Wine and Spirits Trust.

Wines and Spirits

A Higher Certificate Course in Wines and Spirits, which is a continuation of the above course, will be held in January 1972. This will be of fifteen weeks' duration, a two hour period each week, and will lead to the Higher Certificate of the Wine and Spirits Trust.

Basic Food Service A part-time evening class in Basic Food Service planned over 12 weeks, two hours per week. This course is designed as an introduction to Food Service in its various forms for persons wishing to enter this section of the industry and will consist of theory and practice.

Basic Cookery for the Catering Industry *City and Guilds No 706-1*
A two-year course for persons who have just entered or who would like to enter the Catering Industry as cooks. The normal attendance is on two evenings a week. (Day release is also available.)

Cookery for Hotels and Catering Establishments *City and Guilds Course No 706-2*
A two-year course open to those with at least one year in the trade, or with other experience approved by the College. Students are prepared for the City and Guilds of London Institute examination in Cookery for Hotels and Catering Establishments; the syllabus provides for cooks in Hotels, Schools, Hospitals, Industrial Canteens, etc. The normal attendance is two evenings per week. (Day release is also available.)

Advanced Cookery for the Catering Industry *City and Guilds Courses 706-3 - Kitchen
706-4 - Larder
706-5 - Pastry*

These courses are open to students who have already attained a high level of craft theory and practice (at least to the level of 151), and have had not less than five years' experience in the catering industry. The duration of the courses is based on day release of six hours per day as follows:

706-3 - Kitchen	288 hours = 4 terms
706-4 - Larder	120 hours = 2 terms
706-5 - Pastry	216 hours = 3 terms.

Examinations

Students enter as Internal Candidates and must be over 21 years of age on the date of the written examination and have satisfactorily completed the course of study, including practical work. Each examination will comprise: a written paper, a practical test and a course work assessment and are offered annually as follows:
Kitchen - December only, Larder - March only and Pastry - June only.

Royal Society of Health Certificate in Catering Hygiene

A 24-week course is provided for persons over the age of 18 years who are engaged in the catering or food industries. Classes are of two hours' duration and meet on Wednesday evening of each week. Further details can be obtained from the Head of Department.

Short Courses

The Department offers a variety of short courses and seminars to meet the needs of the Hotel and Catering Industry which are available during the session subject to student numbers being sufficient to their being held. Further details are available from the Head of Department on request.

Department of Mathematics and Science

Head of Department M Morgan MSc(Lond) PhD(Lond) FRIC

Telephone Cosham 70351 Extn 262

Department of Mathematics and Science

Head of Department M Morgan MSc(Lond) PhD(Lond) FRIC

Senior Lecturers Miss P Davies BSc(Wales) AFIMA
R D P Davies BSc(Wales) MInstP
P B Shaw BSc(Lond)

Lecturers D W Evans BSc(Lond)
S M Evans MSc(Wales) MIBiol
H W L Grout BSc(Lond)
J Hill BSc(Soton)
Miss S M Horrell BSc (Nott) MIBiol
Miss F M Robinson BSc(Lond) SRD

J A Smith BSc(Wales) ARIC
K S Burton NA(Oxon) DipEd
H R Cross BSc(Lond) M ScMed(Birm) ARIC MIBiol
P E Cross BSc(Lond)
J Donohue MSc(CNAA) GradInstP
C J M Driessen MSc(Edin)
E H King MSc(Birm)
Mrs K King ACT(Battersea) MNS
G E Mellows BSc(Lond) MRST
Miss G Miller BSc(Manc)
B W Neate MSc(CNAA) PhD (CNAA) GradInstP
S J Pascoe BSc(Brist) MInstP
B J Russell BSc(Lond) ARCS
J B McL Scott BSc(Nott)
Miss B A Tuke BSc(Lond)
R D Waldren BSc(Lond)
Mrs C I Wilson BSc(Surrey) SRD

Department of Mathematics and Science

Head of Department M Morgan MSc PhD FRIC

Introduction

The main concern of the Department is the provision of full-time and part-time tuition for students who intend eventually to qualify as technologists or technicians in pure or applied Science.

The courses offered by the Department are administered within two sections :

1 The Section for Academic Studies which offers courses of study designed to cover entry requirements for degree and diploma courses and for various courses of training leading to professional qualifications. Students are prepared for the General Certificate of Education at Advanced and Scholarship levels.

2 The Section for Vocational Studies which offers an up-to-date training for a technical career and prepares students for the qualifications of the Joint Committee for Ordinary National Certificates and Diplomas in Sciences and the City and Guilds of London Institute.

Preliminary courses are provided by both Sections for students who do not fully satisfy the entrance requirements to these more advanced courses. Details of all courses are given below.

Further information can be obtained from the appropriate Section Head.

Section for Academic Studies

Section Head Miss P Davies

Course Supervisor Miss S M Horrell

The Department offers full-time, day-release, and evening courses in certain combinations of the following subjects : Biology (Traditional or Nuffield), Botany, Chemistry (Traditional or Nuffield), Computer Science, Engineering Drawing, Geology, Mathematics, Physics (Traditional or Nuffield), and Zoology. It may be possible to include in the chosen combination a subject (eg Geography) offered by another department of the College.

GCE Advanced Level

For acceptance to any of these courses a student must have an appropriate academic background and must normally be able to satisfy the following conditions for the Advanced Level subjects named :

**Advanced Level Subject
Selected**

Biology
Botany
Zoology
Computer Science
Mathematics
Chemistry
Physics
Geology

**Ordinary Level Pass
Required for Acceptance***

} any biological subject

} Mathematics

Chemistry } or Chemistry-with-
Physics } Physics
Nil

*In certain cases a Grade 1 pass at the CSE examination will be accepted.

Full-time Course

A two-year programme of advanced study is provided for students who have passed in at least FOUR appropriate subjects, at the GCE Ordinary Level examination.

The course includes the study of the Use of English, Liberal Studies and normally, THREE subjects selected from the following :

Chemistry or Computer Science

Physics or Geology

†Mathematics or *Botany

†Further Mathematics or *Biology or Zoology

†*Mathematics must be studied with Further Mathematics*

**Biology cannot be studied with Botany or Zoology.*

Part-time Course

Courses of study extending over two sessions are available in one or more subjects. The study of each subject requires attendance at College for either two half-days or two evenings per week.

**GCE Ordinary Level Course Supervisor J Hill
(Preliminary Course)**

Full-time and part-time courses are provided in certain combinations of the following subjects : Biology, Chemistry (Traditional or Nuffield), Computing, Engineering Drawing, English Language, Geography, Geology, Human Biology, Mathematics or Modern Mathematics and Physics (Traditional or Nuffield).

It may be possible to include in the chosen combination a subject offered by another department of the College.

Full-time Course

A course of one year's duration is provided for students who intend to proceed to a more advanced course (eg GCE Advanced Level, Ordinary National Diploma) in the College. Selection is normally made by means of an interview and a school reference. Early application is advised.

Part-time Course

Courses of study extending over one session are available in one or

more subjects. The study of each subject requires attendance at the College for either two half-days or two evenings per week.

Section for Vocational Studies

Section Head P B Shaw

The Section for Vocational Studies offers the student a wide range of full-time and part-time courses in preparation for a career in Technology.

**Courses of the Joint Committee for Ordinary National
Certificates and Diplomas in Sciences**

Course Supervisor J A Smith

The aim of these courses is to provide a general education as well as an integrated introduction to the principles and practices of Mathematics and Science. The broad basis on which they are founded enables the student to defer specialisation until the second year of study.

Throughout each course students are encouraged through discussions, tutorials and contact with industry, to appreciate the relevance and application of their studies.

A particular feature of these courses is that the performance of a student throughout the two years of study is taken into account in making the final assessment for the award of a certificate or a diploma.

The Ordinary National Diploma and the Certificate are recognised by Universities, Polytechnics and Colleges of Education as alternatives to the GCE Advanced Level for entry to their degree, diploma and professional courses.

For acceptance to either course, a student should hold one of the following qualifications :

- (i) GCE Ordinary Level or CSE (Grade 1) with passes in FOUR intellectually - demanding subjects of which at least TWO are appropriate scientific or mathematical subjects and a third subject indicates an adequate command of English.
- (ii) A certificate of the City and Guilds of London Institute No 085 (General Course in Science) with appropriate credits.

**The Ordinary
National Diploma
in Science**

This full-time course of study extends over two years. Each student follows a modern and integrated course in the principles of Applied Science, Biology, Chemistry, Mathematics and Physics. In the second year TWO of these subjects are selected for additional study and are then known as 'Major' subjects. Students will be invited to visit local firms and organisations to gain appropriate experience and to relate their studies to modern technological practices. The number of places on the course will be limited and early application is advised.

**The Ordinary
National
Certificate in
Sciences**

This is a part-time course of study extending over two years and requires attendance at College on one day and two evenings per week. Each student studies Chemistry, Mathematics and Physics and selects ONE of these subjects in the second year as the 'Major' subject.

Courses of the City and Guilds of London Institute**Course Supervisor S M Evans****Horticulture****CGLI 011**

The course, which is offered in conjunction with the Hampshire College of Agriculture, consists of two stages and students must obtain passes in all sections of Stage I before proceeding to Stage II. For either stage, students are required to attend College on one day per week for a period of two years and where necessary, to undertake practical work at the Hampshire College of Agriculture.

Stage I is intended for those who are gaining their first few years of practical experience in horticulture, a study is made of:

Principles of Horticulture

- (i) General Science (including soils and manures)
- (ii) Horticultural Biology

Practice of Horticulture

- (i) Nursery Practice
- (ii) Ornamental Horticulture (including Turf Culture)

Machinery

Stage II provides for a more detailed study of the principles and practice of horticulture and horticultural machinery. It also introduces a study of records and accounts for commercial enterprises and of foremanship for the local authority horticultural services.

The following topics are studied:

Principles and Practices of Horticulture specialising in

- (i) Nursery Practice
- (ii) Ornamental Horticulture (including Turf Culture)

Machinery

Records and Accounts

Principles of Horticultural Supervision

Science Laboratory Technician's Ordinary Certificate CGLI 735

This course is intended for laboratory technicians who are employed in teaching and research institutions and in certain industrial organisations. It is recognised by the Institute of Science Technology as a preparation for Ordinary Membership.

The course offered by the Department extends over two years and requires attendance on one day and one evening per week. The requirement for entry to the course is THREE appropriate passes at the GCE Ordinary Level examination or an equivalent qualification.

CGLI 738

This two-year part-time day course has been designed for those employed as dispensing assistants in retail and hospital pharmacies. It will also be found useful as a preparation for the Society of Apothecaries examination for Pharmacy Technicians. The subjects covered in the course include: Dispensing Techniques, Pharmacy, Forensic Pharmacy, Physiology and Pharmacology. The normal entry requirement to the course is THREE appropriate subjects including Chemistry passed at the GCE Ordinary Level examination or its equivalent.

Dispensing Technician's Certificate**Certificate in Computer Programming and Information Processing****CGLI 747**

A two-year course requiring attendance on one day and one evening per week is provided for those engaged in work associated with digital computers. A study is made of the basic techniques of programming, coding and operation and related mathematics and statistics. Students who have satisfactorily completed a five-year course of secondary education and who have passed in Mathematics at GCE Ordinary Level, or its equivalent, may be admitted to the course. Mature students lacking the necessary qualifications may be admitted to the course at the discretion of the College.

General Course in Science (Preliminary Course)**CGLI 085**

This course has been designed in accordance with the White Paper 'Better Opportunities in Technical Education' and includes the study of Biology, Chemistry, Mathematics, Physics, English and General Studies. It serves as a part-time preliminary course to more advanced study. The course normally requires attendance at College on one day and one evening per week for two years. This period of study may be reduced to one year in the case of school leavers who have satisfactorily completed a five-year programme of secondary education, which included the study of Mathematics and Science.

Students who pass in THREE appropriate subjects will be admitted to a suitable technician's course (eg Science Laboratory Technician's CGLI 735 or Dispensing Technician's CGLI 738).

Students who obtain passes in THREE appropriate subjects, including credits in Mathematics and a Science subject may apply to be admitted to a course leading to the Ordinary National Certificate or Diploma in Sciences.

Miscellaneous Courses**Course Supervisor J B McL Scott**

In addition to the courses of major Institutes, the Department offers a limited number of miscellaneous courses as the demand arises.

Radiography

In conjunction with local hospitals the Department prepares students by day classes for the Part I examination for Membership of the Society of Radiographers. The course covers aspects of electricity, generation and properties of X-rays, together with relevant mathematics.

Digital Computer

This one-year evening course is designed as an introduction to computers and their uses. No prior knowledge of computing or understanding of advanced mathematics is required. The syllabus is that of the Stage I examination in Digital Computer Appreciation of the Royal Society of Arts.

Horticulture

Certificated Gardener's Examination of the National Joint Council for Local Authorities' Services and the General Examination of the Royal Horticultural Society.

An evening course extending over a period of three years is offered in Horticultural Botany and Horticultural Practice and requires attendance on two evenings per week.

Golf Greenkeepers' apprentices attend College for suitable portions of the General Horticulture course, CGLI 011 over a period of two years.

Diploma in Microbiology

This course is intended as a basic introduction to Microbiology and microbiological techniques. No prior knowledge of Microbiology is required, but a knowledge of 'O' level Biology will be assumed. The course extends over one year and students attend for one evening per week.

Short Courses

A range of specialist short courses will be available throughout the session under the following titles :

Basic Microbiology and Microbiological Techniques
Biochemical Techniques
Computer Programming
Geology of the Hampshire Basin
Introduction to Quantum Mechanics
Modern Physics Apparatus
Physico-chemical Instrumentation
Principles of Statistics

Details of these courses are given in separate brochures.

Departmental Information

- 1 GCE examinations : Only students who show by their progress that they have a reasonable prospect of passing are permitted to sit these examinations at the College. It should be noted that the courses are not designed for students wishing to sit the examinations in December or January. The Department prepares for the Oxford examinations only.
- 2 For most courses a Certificate of Secondary Education Grade I pass will be accepted as equivalent to a General Certificate of Education Ordinary Level pass.
- 3 General Studies are obligatory for day students.

Students Union
General Information
College Regulations
Enrolment Fees

Students Union

Telephone Cosham 77062

College Administration

Telephone Cosham 70351

Students Union

Telephone: Cosham 77062

The function of the Students Union is to maintain the welfare of its members chiefly through the organisation of clubs and societies, but also through anything promoting student community life.

- Administration** The Council for Student Activities defines the overall policy of the Students Union – this is a joint Student/Staff body chaired by the Principal.
- Clubs** There are many organised clubs, including sports societies. A club or society may be formed within the Students Union at the written request of twenty students.
- Affiliations** The Union is affiliated to the East Hants and West Sussex Student Alliance. There is reciprocal membership between members of the Alliance for students aged 18 and over, provided that they show their Union cards.
- Common Room** A new Common Room was provided in November, 1969 which is well furnished. This is in the Administrative Block – turn left after coming in the main entrance.
- Enquiries** All enquiries concerning the Students Union should be made at the Union office (a room leading off the Common Room). The best time to call is between 11.30 a.m. and 2.30 p.m. when the permanent Secretary of the Students Union, Mrs. M. Lynas, will be available, or contact any officer of the Union or member of the Management Committee or Students Union Senate.

General Information

Formation of Courses

It should be understood that the formation of courses announced in this prospectus is conditional upon an enrolment which in the opinion of the Governing Body and/or the Department of Education and Science, is sufficient: similarly, the Governors reserve the right to terminate without notice any course in which the attendance has ceased to justify its continuance.

Admission to Courses

The number of applications is frequently greater than the number of places available, and applications for admission to full-time courses commencing in September should be made as soon as possible after January. Application forms can be obtained from the Secretary. Intending part-time Students should enrol at the College on the official enrolment dates: accommodation is limited, and it may not be possible to accept new students after the commencement of the session. Students claiming exemption from courses by virtue of previous qualifications or training should note that evidence must be produced at enrolment.

Admission of Overseas Students

Applications from overseas students cannot be accepted direct by the College. All such applications must be made through the appropriate Embassy or Students' Liaison Officer in London, who will provide the College with the necessary official, academic and financial recommendation. Applicants must be proficient in written and spoken English.

Examinations

Students due to take external or assessed examinations must complete their entries and pay the examination fees before the closing dates. Although notices are normally displayed in the College warning candidates of the latest dates for making their entries, no responsibility can be accepted by the College in the case of a student failing to enter for an examination before the closing date. It is a student's responsibility to ensure that he has entered for the correct subject or subjects in any examination organised by the College.

Income Tax

Parents may claim child relief in respect of their children over the age of 16, receiving full-time educational training at College. The relief is not affected by the receipt of a Local Education Authority award. A Certificate of full-time attendance, if required by the Income Tax Authorities, will be supplied by the Secretary on request.

Library

The new College Library (opened January 1970) contains over 25,000 books to meet the needs of the College and the majority of books are available for loan to staff and students, both full and part-time.

Books provided for the use of the Department of Hotel-keeping and Catering are housed in the Department.

Facilities for study are available within the Library. These may be used during all normal opening hours which usually end at 8 p.m. Full library services are available during vacations, at times which are posted on the Library notice board prior to the end of each term.

Bookstall

Stationery, including the various standard note-books and loose-leaf books to be used in the different College departments, as well as text-books and instruments, etc., may be purchased at the College bookstall. This adjoins the new library and is open 8.30 a.m.–4.30 p.m. and 5.30 p.m.–7 p.m. on Mondays to Thursdays, and 8.30 a.m.–5 p.m. on Fridays. The telephone number of the Bookstall is Cosham 73749.

Refectory

The Refectory is open from 9 a.m. until 6.15 p.m.

Hall of Residence

The Hall of Residence for Marine Engineering Cadets is at Gatcombe House, Copnor Road, Hilsea, within walking distance of the College.

College Approved Lodgings

Full-time students living away from home will be required to reside in approved lodgings during the first year of their course. After the first year, students will only be permitted to reside in accommodation which has been inspected by the Accommodation Officer. Proposals to change addresses during a session must therefore be discussed in the first instance with the Accommodation Officer, who will reserve the right to declare any accommodation unsuitable for use by students; his address is: 'Ravelin House, Alexandra Road, Portsmouth, PO1 2QQ'. (Telephone Portsmouth 27681, Extn 1). This Regulation does not apply to Marine Engineering Cadets, as special arrangements are made for them in order to satisfy the requirements of the Shipping Companies concerned.

The College Chaplain

The College Chaplain, the Reverend H G Ames, is available to meet any student, by arrangement, and will be pleased to put students in touch with the Hon. Free Church Chaplain, the Reverend D F King and the Hon Roman Catholic Chaplain, Father Derek Reeve. The Chaplain's Room is on the first floor of the new library block.

College Chapel

The College Chapel is situated in Room B9 and is available at all times to students and staff of all denominations, and of any faith.

Counselling Service

Students who are in need of advice or help with any personal problem are invited to contact the following members of staff. All enquiries will be treated as confidential.

The Reverend H G Ames, College Chaplain (room on first floor of Library Block)
Mrs E I Bampton SRN (Room A29)
Mr A C Jupp (Room C16)

Fire Precautions

In the event of fire an alarm bell will sound in the Block affected. Students are requested to evacuate that Block and disperse to enable fire personnel to attend the incident.

First Aid

First aid supplies are available in all workshops and laboratories. More serious cases will be dealt with by the College Health Lecturer, Mrs E I Bampton SRN; the services of a psychiatrist are available by arrangement. The First Aid Room is A29 (first floor of the Administrative Block).

Enquiry Office

The office will be open on Mondays to Fridays 8.30 a.m.–12.30 p.m. and 1.30 p.m.–5.15 p.m. During the Autumn and Spring Terms the office will also be open from 6 p.m. to 7 p.m.

Hampshire Students

Residents of the Administrative County of Hampshire need not obtain prior approval from the Hampshire Education Committee, but in the case of full-time students, the agreement of the Head of the Student's last school will be required.

Other Counties

Students residing in other counties are advised to obtain prior approval from their County Education Officers before enrolling for full-time courses; students residing in West Sussex must also obtain prior approval before enrolling for part-time courses.

Note re Block Release Courses

With the exception of those students who are ordinarily resident in the Administrative County of Hampshire or in the County Boroughs of Southampton and Bournemouth, prior out-county approval is required in respect of all students attending Block Release courses; employers should obtain forms from the Secretary for this purpose.

Awards, Allowances and Grants

1. Portsmouth Education Committee Awards and Allowances Tenable at the College

General Conditions

Awards and Allowances are normally made only to residents of Portsmouth, and are available to those whose examination successes and records indicate suitability for a full-time course of training. Students who have just completed a course of full-time study at school, and those who may have been engaged in industry for a time, are equally eligible to apply. The tenure of Awards, assessed annually, will be for the minimum period required for the completion of the approved course, subject to the receipt of satisfactory reports as to attendance, conduct and progress. Only in exceptional circumstances will the Committee consider extensions of Awards for an additional period.

Eligibility for Award

The Portsmouth Education Committee is prepared to consider applications for Awards, tenable at the Highbury Technical College, from candidates who have secured the offer of a place at the College as full-time students. Candidates should not assume that acceptance by the College for such a course qualifies them for an Award.

Further Education Grants

Further Education Grants are available to Portsmouth students who are attending the College for full-time or College based sandwich courses, with the exception of courses leading to GCE 'O' and 'A' levels. Students will be eligible for a grant from the commencement of the academic year (ie 1st September) following their eighteenth birthday. Further details may be obtained from the Chief Education Officer, 17/18 Western Parade, Southsea.

Maintenance Allowances

Full-time students who are not eligible for a Further Education Grant may apply for a Maintenance Allowance. The Scale of Allowances may be obtained from the Chief Education Officer, 17/18 Western Parade, Southsea.

Travelling Expenses

Full-time Portsmouth students under the age of 19 years may apply for a free season ticket for attending the College if the distance from the student's home to the main college building attended (ie Dovercourt Road or Anglesea Road) is more than three miles, measured by the shortest walking route. A payment of £10 towards travelling expenses will be made to full-time Portsmouth students over the age of 19 years whose addresses fulfil these conditions, and who qualify for a Maintenance Allowance. Details are available from the Secretary.

2. Awards, Allowances and Grants by other Local Education Authorities

Awards, allowances and grants tenable at the College may be made similarly by the Hampshire, West Sussex and Isle of Wight Education Committees. Enquiries about these should be addressed to the Education Officers at Winchester, Chichester and Newport respectively. Similarly, students coming from other districts should enquire at their local Education Authority's offices to find out what form of financial assistance will be available to them to follow a full-time course at the College.

College Regulations

Admission and Fees

1. Enrolment fees are payable in advance, and are not normally returnable. Enrolment fees paid by part-time students will not be refunded except where a course is cancelled by the Principal at the beginning of the session. In cases where a course is cancelled during the session, pro-rata refunds will be considered unless an alternative class in the subject is available.
2. Students are admitted to full-time courses on the understanding that they will remain at the College for the full period of the course. If it is necessary for a student to leave before the expiration of the full period of that course, not less than half a term's notice, expiring at the end of a term must be given in writing to the Principal.
3. Students whose fees are not being paid by their Local Education Authority or by their employers, are required to pay their fees on enrolment; cheques and postal orders should be crossed 'Education Account' and made payable to 'Highbury Technical College'.
4. *Payment of Fees by Employers* – Enrolments will be accepted without payment in cash, provided that a form (obtainable from the Secretary) signed by the employer as accepting responsibility for payment, is presented by the student at enrolment; a separate form is required for each student concerned.
5. The enrolment fees shown are applicable to students ordinarily resident in the County Borough of Portsmouth, and to those students residing in other districts where the County Education Officer has approved their attendance at the College. Enrolment fees are not transferable.

Attendance

6. Regular and punctual attendance is required at all classes for which the student has enrolled. In the event of absence through sickness, the Head of Department should be informed, and a medical certificate should be forwarded not later than the fourth day of absence.
7. No student will be permitted to attend on recovery from any infectious disease, or attend from a house in which there is, or has been, infectious disease, without a certificate from a medical practitioner stating that it is safe for him to do so.

Conduct and Progress

8. Students will be expected to sit for the College mid-session and sessional examinations and for such external examinations as are recommended by the Head of Department. Those whose conduct, progress and attendance are unsatisfactory may be required to terminate their courses at the discretion of the Principal.
9. The Governors reserve the right to admit, refuse to admit, or dismiss any student. The Principal has the right to suspend any student from attendance on reasonable grounds for misconduct or failure to comply with College regulations, pending a decision of the Governors.
10. Students will be expected to complete homework exercises where they are set as a supplement to normal class work.

College Property and Equipment

11. Students will be charged for loss of or damage to College property or equipment caused by their carelessness, negligence or misuse.

Smoking

12. Smoking is not permitted in classrooms, laboratories or workshops and is prohibited in the Refectory from 12 noon to 1.45 p.m.

Personal Property

13. Neither the Local Education Authority nor the Governing Body can accept any responsibility for damage to or loss of clothing and other articles of personal property in the College premises or grounds. Students are strongly advised not to leave clothing and articles of value unattended in classrooms or cloakrooms.

Parking of Cars, Motor Cycles

14. Cars and motor cycles must be parked in the College Car Park which is entered by Tudor Crescent (see map inside cover). Instructions given by the College Traffic Marshal covering the regulation of traffic, the parking of vehicles on College grounds and the 5 miles per hour speed limit must be strictly observed.
On no account are vehicles to be parked other than in the official rectangular parking spaces, which are clearly marked.
Once all the above spaces are occupied, the car park is to be considered **full**, and no other parts of the compound are to be used for parking; owners of vehicles must then make their own arrangements for parking outside the College premises.
The roadway areas between the official parking spaces are to be kept clear at all times. Any vehicles left in these roadway areas are liable to be towed away without further notice. Vehicles are brought on to the College grounds entirely at the owners' risk, and the College Authorities can accept no responsibility for damage to or loss of these or their contents. Cars, motor cycles, motor cycle combinations or scooters shall not be parked in the following areas:
Any road on the Highbury Estate east of Pitreavie Road.
Any part of the College grounds or premises other than the car park.
Fines will be imposed on any student found breaking these regulations:
1st offence – £1 2nd offence – £2.
Fines shall be paid within a period of fourteen days from the date of imposition.
Moneys collected through fines will be banked and credited to the account of the Council for Student Activities.
Offences subsequent to the second, or non-payment of fines, will lead to suspension of the student by the Principal for a time which will be determined according to circumstances.

Change of Address

15. Notice of changes of address should be given immediately to the Secretary in writing.

Gambling

16. Gambling is prohibited within the College premises or grounds.

Transistor Radios

17. Private Transistor Radios are not allowed to be played within the College premises.

Safety

18. Students are required to comply with College and Departmental safety regulations which include the wearing of adequate protective clothing and safety equipment when classes are held in the workshops, laboratories or other practical rooms.

Enrolment Fees

HIGHBURY TECHNICAL COLLEGE Enrolment Fees – subject to alteration.
(1st September 1972 is the date on which age is assessed)

Full-time and Sandwich Courses

	Courses Classified as University Level		Other Courses		Fees indicated below apply only to Overseas Students
	Age 19 or over	Under 19	Age 19 or over	Under 19	
FULL-TIME (3 Terms)	£78	£78	£53	No fee	University Level – £253 Other Courses – £153 (If age 19 or over)
SANDWICH (2 Terms)	£51.50	£51.50	£35	No fee	University Level – £168.50 Other Courses – £101.50 (If age 19 or over)

Part-time (Day or Evening) and Block Release Courses

Part-time Day or Evening			Block Release
Fee Assessed On Number of Attendances Per Week (based on classes of up to 3 hours)	Aged 19 and over	Under 19	Fee Assessed on Total Hours of Tuition nearest to the following hours
1	£4.90	£3.20	90
2	£7.90	£5.20	180
3	£10.90	£7.20	270
4	£13.90	£9.20	360
5	£16.90	£11.20	450
6	£19.90	£13.20	540

Notes

Some courses are subject to special fees – details are published with the course information issued by the Department concerned.
Full economic costs are charged for courses which cater for the specialised employment needs of adult students.
The Department of Education and Science determines the rate per hour to be charged for Industrial Training and full-time Integrated Industrial Training and Further Education Courses. If an intending student (resident in the City of Portsmouth) is unable to pay the enrolment fee for a Further Education course an application may be made to the Chief Education Officer, 17/18 Western Parade, Southsea, for the case to be considered by the Scholarships and Awards Sub-Committee of the Education Committee.

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HIGHBURY TECHNICAL COLLEGE.

